



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

## CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held in the Mayor's Parlour, High Street, Chippenham on Wednesday 05 June 2019 at 2pm.

**COUNCILLORS:** Desna Allen (Chair)                      Teresa Hutton (Vice)  
Mary Norton    Andy Phillips  
John Scragg

**OFFICERS**    Mark Smith (Chief Executive)  
**PRESENT:**   Heather Rae (Democratic Services Manager)  
                  Michael Weeks (Democratic and Civic Officer)

**PUBLIC PRESENT:** There was one member of the public present.

### PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

1.    **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

2.    **NOTIFICATION OF SUBSTITUTION**

No notifications of substitution were received.

3.    **DECLARATION OF INTEREST**

No declarations of interest were made.

4.    **MINUTES**

Councillors agreed to approve as a true record the minutes of the meeting held on Wednesday 13 March 2019.

**RESOLVED that:**

i) The minutes were approved as a correct record and signed by the Chairman.

5.    **CHAIRMAN'S ANNOUNCEMENTS**

i) The Chairman welcomed Michael Weeks, the newly appointed Democratic and Civic Officer to the meeting.

## **6. CIVIC EVENTS UPDATE**

The Democratic Services Manager presenting the report to Councillors asking for feedback on the recent Mayor's Investiture event and details for upcoming Civic Sunday and Merchant Navy Day.

Councillor John Scragg noted that at the Investiture Councillors weren't asked to raise their hands in support of the proposal of the Mayor, officers confirmed they would make this clearer next year. Councillors noted that the event was successful and the civic flowers were a great addition.

The lack of attendance of Councillors at Civic Events was discussed, councillors asked officers to strengthen the wording on the invitation to encourage councillors to attend events and engage with members of the public.

### **RESOLVED that:**

i) The report be noted and officers strengthen the wording on future invitation to Civic Events.

## **7. MAYORAL PROTOCOL REVIEW**

The Democratic Services Manager presented the report to councillors detailing the amendments made to the Mayoral Protocol.

### **RESOLVED that:**

i) Councillors approved the suggested amendments to the Mayoral Protocol detailed at paragraphs 3.2 to 3.7.

ii) Councillors adopted these amendments and the Mayoral Protocol 2019, with a scheduled review in three years.

## **8. CHANGE OF DATE FOR CIVIC MATTERS MEETING**

The Democratic Services Manager presented the report and noted the reason for the date change.

### **RESOLVED that:**

i) Councillors agreed to move the date of the next Civic Matters Sub Committee to the 17 September 2019.

## **9. DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub-Committee will be held on Tuesday 17 September 2019.

The meeting closed at 2.14pm

These Minutes are subject to confirmation at the next meeting.

Signed on behalf of the Sub-Committee as a true record of the meeting

Signature:

Date:

DRAFT