



**CHIPPENHAM  
TOWN COUNCIL**

Improving the quality of town life

09 September 2020

To Councillors:

Desna Allen

Mary Norton

Chris Ruck (Vice Chairman)

Teresa Hutton (Chairman)

Andy Phillips

Meeting of the Civic Matters Sub Committee Tuesday 15 September 2020

Dear Councillor,

You are summoned to attend a meeting of the Civic Matters Sub-Committee to be held virtually using the Zoom platform on Tuesday 15 September 2020 commencing at 2pm for transaction of the business given in the Agenda attached.

The meeting can be accessed by the following link or ID and password:

<https://zoom.us/j/94065871517?pwd=V05rSFBrSHVKamMrQkc3dDJRTHVGUT09>

Meeting ID: 940 6587 1517

Password: CTC20

Please note members of the public are invited observe the meeting virtually and have the opportunity to address the council at this meeting at 2pm. A guide is available for members of the public, for any support in accessing the meeting virtually please contact the Town Council at least 24 hours in advance of the meeting.

Yours faithfully,

**Mark Smith** MBA LLB (Hons) CMgr FCMI FSLCC  
Chief Executive

All council meetings are open to the public and press

## RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public. Please note that Chippenham Town Council will be recording this meeting for training and monitoring purposes only.

### 2pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

To aid the virtual meeting process, Chippenham Town Council ask members of the public to email their questions to enquiries@chippenham.gov.uk no later than 12pm on the day before the meeting.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting. A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

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## Agenda

Civic Matters Sub Committee - Tuesday 15 September 2020

	Wards affected	Page no.
1. <b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive apologies for absence.		
2. <b><u>NOTIFICATION OF SUBSTITUTION</u></b>		
To receive any notification of substitution made to the Chief Executive.		
3. <b><u>DECLARATION OF INTEREST</u></b>		
All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.		
Members are reminded to declare any dispensation granted in relation to any relevant matter.		
4. <b><u>MINUTES</u></b>		4
To approve as a correct record and to sign the draft minutes of the extraordinary meeting held on Tuesday 04 August 2020 (copy attached).		

5. **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements from the Chairman.

Item 6 - 7 to note

6. **CIVIC EVENTS UPDATE**

All

7

To receive a report from the Democratic and Civic Officer regarding civic events, reviewing VJ Day, Merchant Navy Day and detailing plans for The Civic Award Day 17 October 2020, Remembrance Sunday 08 November 2020 and Armistice Day 11 November 2020 (copy attached).

7. **MAYOR'S ENGAGEMENTS AND TRAVEL EXPENSES UPDATE**

All

10

To receive a report from the Democratic and Civic Officer regarding the Mayor's Engagements and Travel Expenses (copy attached).

8. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

9. **DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub Committee will take place Tuesday 03 November 2020 with an extraordinary meeting.



birthday message for a resident of Chippenham who had been an active volunteer in the community and was going to open the Rotary pop up shop in the High Street.

## **6. CHRISTMAS CARDS**

The Democratic and Civic Officer presented the report to Councillors.

Councillors discussed the proposals laid out in the report. The Chairman highlighted that the Mayoral Charity, Wiltshire Portage will be approached to see if a family they assist would be able to design an appropriate Christmas scene for this year's Christmas Card.

### **RESOLVED that:**

- i) Councillors note the Mayor's proposals for this year's Christmas card.
- ii) Councillors voted and with the majority in favour that the card should be signed by the Mayor only.

## **7. TOWN CRIER HONORARIUM**

The Democratic and Civic Officer presented the report to Councillors.

Councillor Desna Allen highlighted that it is essential to award an honorarium to the future Town Crier, due to the roles responsibility.

The Chairman noted that it would make sense to award an honorarium in line with the Macebearer and the Deputy Macebearer roles.

### **RESOLVED that:**

- i) An honorarium of £200.00 is awarded to the future Town Crier of Chippenham.

## **8. CIVIC EVENTS UPDATE**

The Democratic and Civic Officer presented the report to Councillors.

Councillors discussed each event, and thanked officers for planning and releasing the videos during the ongoing COVID19 pandemic.

The Chairman noted that while its shame the Council were unable to do more during this period, with the cancellation of Civic events, the videos were a good way to keep the community involved, with different organisations involved with them.

Councillors thanked 10<sup>th</sup> Chippenham Scouting Group especially for their involvement in all of the Town Council video releases.

### **RESOLVED that:**

- i) The report be noted.

9. **MAYORS ENGAGEMENTS AND TRAVEL EXPENSES UPDATE**

The Democratic and Civic Officer presented the Mayors engagements and travel expenses between January to May 2020 for Former Mayor Councillor Desna Allen and May 2020 to July 2020 for current Mayor, Councillor Teresa Hutton to Councillors.

**RESOLVED that:**

- i) The report be noted.

10. **ITEMS FOR COMMUNICATION**

Councillors agreed that the VJ Day and Merchant Navy Day video releases should be communicated to the public.

11. **DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub-Committee will be held on Tuesday 15 September 2020.

12. **EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED that:**

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.

13. **CIVIC AWARD 2020 PROCESS AND NOMINATIONS**

The Democratic and Civic Officer presented the confidential report to Councillors.

Councillors discussed the options on how to proceed with the Civic Award process for 2020 after the delay to the process due to the COVID19 pandemic.

Councillors discussed the nominations and decided to recommend five nominees to receive an award.

**RESOLVED that:**

- i) Councillors agreed to proceed with the process and for a suitable event to be planned taking into account any COVID19 Government guidance and guidelines.
- ii) Councillors agreed to recommend five nominations (C, D, E, F and G) to the upcoming meeting of the Strategy and Resources Committee on the 2nd September 2020 as outlined in Standing Orders (Appendix A, 5.l).

The meeting closed at 3.02pm

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:



## Agenda Item 6

Meeting	Civic Matters Sub-Committee
Date	15 September 2020
Report Title	Civic Events Update
Author	Michael Weeks, Democratic and Civic Officer

### 1.0 PURPOSE OF REPORT

- 1.1 To update Councillors on the VJ Day and Merchant Navy Day videos and to ask councillors for feedback.
- 1.2 To update Councillors on plans for the upcoming Civic Awards Day, Remembrance Sunday and Armistice Day.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Civic Events are organised by officers for Chippenham Town Council on an annual basis.

### 3.0 CIVIC EVENTS

#### i) Review of the VJ Day Video

- 3.1 The Democratic and Civic Officer organised the video to mark VJ Day video with support from other officers of the Town Council. A video was chosen due to the ongoing COVID19 guidance from the Government regarding restrictions on public gatherings, and also after liaising with our partners of the local branch of the Royal British Legion, who advised they were not allowed to organise any form parade or memorial service.
- 3.2 Dignitaries recorded short clips for the video. The Dignitaries who took part included the Mayor, the Lord Lieutenant, 2ic 9 Regt RLC, the MP for Chippenham, the Royal British Legion and the buglers from the 10<sup>th</sup> Chippenham Scout Group.
- 3.3 The Democratic and Civic Officer liaised with a local historian to produce an honour roll, of all those who had a connection to Chippenham who died between 1939 and 1945.
- 3.4 The video was released on the Town Councils social media platforms, and can be found on the Town Council's YouTube page, where it can still be viewed.

#### ii) Review of the Merchant Navy Day Video

- 3.5 The Democratic and Civic Officer organised the video to mark Merchant Navy Day with support from other officers of the Town Council. A video was once again chosen to mark the day due to guidance from the Government regarding restrictions on public gathering.

- 3.6 The video consisted of recordings by the Mayor, the Lord Lieutenant and a Merchant Navy representative who is a resident of Chippenham. The 10<sup>th</sup> Chippenham Scout Group buglers recorded a new piece of music for the video, which was played alongside a recording of the Merchant Navy Day flag being raised for the video.
- 3.7 On Merchant Navy Day itself, the Red Ensign flag was flown from the Town Hall flagpole.
- 3.8 The video was released on the Town Council's social media platforms, and can be found on the Town Council's YouTube page, where it can still be viewed.

iii) Civic Awards Day

- 3.9 At the extraordinary Civic Matters Sub-Committee meeting on 04 August 2020, Councillors agreed to complete the Civic Awards process for 2020, and a total of 5 of the nominees were chosen to be awarded a Civic Award. It was also agreed that in consultation with the Mayor, the Democratic and Civic officer would arrange for the awards to be handed over personally by the Mayor, observing and reviewing Government guidance regarding COVID19 in an outdoor setting.
- 3.10 Due to an unexpected delay in organising trophies for this year's winners, and with a change in weather expected due to the time of year, after consulting with the Mayor and the venues team, the day will be moved indoors to the Town Hall, as long as COVID19 secure measures and any updated guidance are followed at all times. Councillors are to note that the unexpected delay in organising trophies has been caused by the closure of our normal trophy supplier.
- 3.11 The provisional date chosen to host the winners is Saturday 17 October 2020. A Councillor bulletin will be circulated to all Councillors once this has been confirmed, although Councillors will be reminded that the Awards Day will not be a public event, and only invited guests will be allowed to attend and collect their awards from the Mayor.
- 3.12 Each individual / organisation will need to adhere to an allotted time slot on the day, which will be communicated to them prior to the event.

iv) Remembrance Sunday

- 3.13 Remembrance Sunday takes place on Sunday 08 November 2020.
- 3.14 Currently the Town Council, as well as the events key partners, Wiltshire Council, the Royal British Legion and the military are awaiting national guidance on how the day can be marked during the ongoing COVID19 pandemic.
- 3.15 The Democratic and Civic Officer has had initial discussions in July with the Royal British Legion and it has been agreed with CMT that it would still be prudent that the road closure for the event should still be organised due to the fact the paperwork for the closure needs to be submitted with Wiltshire Council 8 weeks in advance.
- 3.16 Councillors need to be aware that the traditional public gathering and parade at the War Memorial may not take place this year due to the going COVID19 pandemic. The Democratic and Civic Officer will continue to liaise with the events key partners and



once national guidance has been received Councillors will be notified by Councillor Bulletin about details of the day and how it will be marked.

3.17 The Democratic and Civic Officer will liaise with the Mayor, the Chief Executive and the key event partners, in the event we are advised that some form of act of Remembrance could take place at the Town's War Memorial, with any appropriate guests invited in due course.

3.18 Councillors are to note that the Democratic and Civic Officer has ordered a wreath for the Town Council, due to the lead time in organising delivery of the item and in the event that some form of wreath laying can take place.

v) Armistice Day

3.19 Armistice Day takes place this year on Wednesday 11 November.

3.20 Traditionally this has seen the Town Council mark the day from the steps of the Town Hall, with invited dignitaries and members of the public marking the two minutes silence.

3.21 Just like Remembrance Sunday, the Town Council and the key partners of the event are awaiting national guidance on how the act of Remembrance can take place.

3.22 The Democratic and Civic Officer will liaise with the Mayor, the Chief Executive and the key event partners, in the event we are advised that some form of act of Remembrance can take place at the Town Halls steps. Councillors will be notified by Councillor Bulletin the details of the day and how it will be marked.

**4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

4.1 Civic Events will contribute to the following corporate priority;

i. Corporate Priority 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.

**5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

**6.0 FINANCIAL IMPLICATIONS**

6.1 The costs associated with Civic events will be met from the existing Civic and Ceremonial budget.

**7.0 RECOMMENDATIONS**

7.1 That councillors note the report.



## Agenda Item 7

Meeting	Civic Matters Sub-Committee
Date	15 September 2020
Report Title	Mayor's Engagements and Travel Expenses Update
Author	Michael Weeks, Democratic and Civic Officer

### 1.0 **PURPOSE OF REPORT**

- 1.1 To update Councillors on all engagements attended by the Mayor and Deputy Mayor, and to update Councillors on the Mayor's travel expenses.

### 2.0 **INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 Councillors will be aware that a report is supplied to each Full Council meeting with a list of all Mayoral engagements attended.
- 2.2 The Mayor also updates the Civic Matters Sub-Committee on the list of Mayoral Engagements and the Mayor's travel expenses to ensure transparency and for the opportunity to feedback to the Civic Matters Sub-Committee any points to note.

### 3.0 **MAYORAL ENGAGEMENTS & TRAVEL EXPENSES**

#### i) Mayoral and Deputy Mayoral Engagements January 2020 to May 2020

- 3.1 In **APPENDIX A** of this report Councillors will find a list of all engagements attended by the Mayor, Cllr Teresa Hutton between 30 July 2020 and 15 September 2020. For information purposes please note that The Deputy Mayor, Cllr Chris Ruck didn't attend any engagements during the same time period.

#### ii) Mayor's Travel Expenses Municipal Year 2020/21

- 3.2 During Municipal year 2020/21 to date, the Mayor has spent a total of £0.00 of the £800.00 budget.

### 4.0 **CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

- 4.1 Mayoral engagements contribute to the following corporate priority;
- i. Corporate Priority 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.

### 5.0 **STAFFING IMPLICATIONS**

- 5.1 There are no staffing implications.

**6.0 FINANCIAL IMPLICATIONS**

6.1 Any travel expenses incurred during Municipal Year 2020/ 21 will be included within the Mayoral travel allowance budget.

**7.0 RECOMMENDATIONS**

7.1 That councillors note the report.



**Mayoral Engagements 2020/2021 - Mayor - Cllr Teresa Hutton**

<b>August</b>	
3	90 <sup>th</sup> Birthday recorded message for Eileen Spiceley
4	Civic Matters Sub Committee (First Meeting of Municipal Year)
5	Citizenship Ceremony
5	Chippenham Museum Exhibition Opening
6	Community Donations Sub Committee (First Meeting of Municipal Year)
11	Rotary Pop Up Shop Opening
12	Citizenship Ceremony
15	VJ Day video
19	Citizenship Ceremony
19	Community Donations Cheque presentations
<b>September</b>	
3	Merchant Navy Day Video
3	Welcome service for Rev Andrew Bird, Sheldon Road, Methodist Church.
7	Museum Heritage QR code Walks photoshoot