



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

10 March 2021

To Councillors:

Desna Allen

Mary Norton

Chris Ruck (Vice Chairman)

Teresa Hutton (Chairman)

Andy Phillips

Meeting of the Civic Matters Sub Committee Tuesday 16 March 2021

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 16 March 2021 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/94165502467?pwd=c1Z3Wmh3R09Fd3Bkc0t0eER0WXBoQT09>

Meeting ID: 941 6550 2467

Password: 858192

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.

Agenda

Civic Matters Sub Committee - Tuesday 16 March 2021

Wards affected Page
no.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **NOTIFICATION OF SUBSTITUTION**

To receive any notification of substitution made to the Chief Executive.

3. **DECLARATION OF INTEREST**

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.

		Wards affected	Page no.
4.	<u>MINUTES</u>		5
	To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 19 January. Minutes require a proposer and seconder for approval (copies attached).		
5.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>		
	To receive any announcements from the Chairman.		
Item 6 - 7 to consider			
6.	<u>FLAG FLYING PROTOCOL</u>	All	7
	To receive and consider a report from the Democratic and Civic Officer regarding the Flag Flying Protocol (copy attached).		
7.	<u>MAYORAL CADET</u>	All	13
	To receive and consider a report from the Democratic and Civic Officer regarding the Mayoral Cadet (copy attached).		
Item 8 - 9 to note			
8.	<u>CIVIC EVENTS UPDATE</u>	All	15
	To receive a report from the Democratic and Civic Officer regarding civic events, reviewing Commonwealth Day and detailing plans for the Honorary Freeman Award Ceremony, Mayors Investiture and Armed Forces Day (copy attached).		
9..	<u>MAYOR'S ENGAGEMENTS AND TRAVEL EXPENSES UPDATE</u>	All	18
	To receive a report from the Democratic and Civic Officer regarding the Mayor's Engagements and Travel Expenses (copy attached).		
10.	<u>ITEMS FOR COMMUNICATION</u>		
	To consider any items for communication and any items to be consulted with the Youth Council.		

11. **DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub Committee will take place Tuesday 1 June 2021.

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

To pass, if considered necessary, the following resolution:

“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 NOMINATIONS**

All

19

To receive and consider a confidential report from the Democratic and Civic Officer regarding Civic Award Nominations.



CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held virtually on the Zoom platform on Tuesday 19 January 2021 at 2pm.

COUNCILLORS: Teresa Hutton (Chair) Mary Norton
Andy Phillips

OFFICERS Michael Weeks (Democratic and Civic Officer)
PRESENT: Heather Rae (Democratic Services Manager)

PUBLIC PRESENT: There were no members of the public present.

PUBLIC QUESTION TIME

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

30. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Desna Allen and Chris Ruck.

31. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

32. DECLARATION OF INTEREST

No declarations of interest were made.

33. MINUTES

The minutes of the meeting held on Tuesday 15 September 2020 and the extraordinary meeting on Tuesday 03 November 2020 were proposed by Councillor Andy Phillips, seconded by Councillor Mary Norton and approved as a correct record. They will be signed by the Chairman at a later date

34. CHAIRMAN'S ANNOUNCEMENTS

i) There were no Chairman's announcements.

35. CIVIC EVENTS UPDATE

The Democratic and Civic Officer presented the report regarding the Civic Events Update.

The Chairman highlighted that the Civic Award and Certificate of Appreciation recipients valued the personal nature of seeing the Mayor on a one-to-one basis to receive their awards.

Councillor Andy Phillips proposed that going forward the incoming Mayor should be given the opportunity to meet with any future award winners personally in addition to the more formal Civic Sunday event, which all Councillors present agreed.

The Chairman thanked the Democratic and Civic Officer for the work he had undertaken on the town's Civic events during the ongoing COVID Pandemic.

RESOLVED that:

- i) Councillors noted the report

36. MAYOR'S ENGAGEMENTS AND TRAVEL EXPENSES UPDATE

The Democratic and Civic Officer presented the report regarding the Mayor's engagements and travel expenses, confirming that engagements have been taking place, year to date there have been no travel expenses reimbursed.

The Chairman highlighted that while it hasn't been the year she was originally expecting, engagements had been taken place albeit in different ways.

RESOLVED that:

- i) Councillors noted the report

37. CIVIC AWARDS UPDATE

The Democratic and Civic Officer presented the report regarding the Civic Awards Update, confirming that the nominations process was now open until 28 February 2021.

RESOLVED that:

- i) Councillors noted the report

28. ITEMS FOR COMMUNICATION

There were no items for communication.

29. DATE OF NEXT MEETING

The next meeting of the Civic Matters Sub-Committee will be held on Tuesday 16 March 2021.

The meeting closed at 2.22pm

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	16 March 2021
Report Title	Flag Flying Protocol Update and proposed Civic Occasions
Author	Michael Weeks, Democratic and Civic Officer

1.0 PURPOSE OF REPORT

- 1.1 For Councillors to consider adding the Wiltshire and Swindon Pride day to the Civic Calendar and purchasing an LGBTQ+ Rainbow flag to raise at the Town Hall on the appropriate date. This is the second weekend in August, in 2021 this would be on 07 August. The LGBTQ+ flag could also be raised at the start & end of LGBTQ+ awareness month, 01 February and 28 February respectively.
- 1.2 For Councillors to consider adding Holocaust Memorial Day to Civic Calendar. No flag will need to be purchased for this date, but the flag flying protocol will be amended to fly the Town Council flag at half mast in line with other organisations that mark the date.
- 1.3 For Councillors to consider marking NHS, Social Care and Frontline workers Day on 05 July 2021.
- 1.3 For Councillors to consider an update of the existing Flag Flying Protocol (**APPENDIX A**) to ensure the document is up to date the proposal for the new flag flying protocol can be found at **APPENDIX B**.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 At the Civic Matters Sub-Committee meeting on 26 July 2017, it was agreed to fly specific flags on the Town Hall Flag Pole on relevant dates in the calendar.
- 2.2 Since the introduction of the original Flag Flying Protocol in 2017, a further update to the protocol was made in January 2020.
- 2.3 With the prospect of including extra dates to the Civic Calendar and raising the appropriate flag, there is an opportunity to update the existing protocol and ensure it is clear for Officers & Councillors and fit for purpose.

3.0 FLAG RAISING

i) Wiltshire and Swindon Pride Day

- 3.1 LGBTQ+ Pride days are celebrated nationally, with the Wiltshire and Swindon pride day taking place on the second week in August for the past 12 years, organised and run entirely by volunteers.

- 3.2 Wiltshire and Swindon Pride Day is centred on a free public event at Swindon Town Gardens, but this is an opportunity for the Town Council to show its support to the event, and the community.
- 3.3 On the organiser's website it states, 'As well as staging an annual LGBTQ+ festival, our purpose is to promote equality and diversity for the public benefit and in particular the elimination of discrimination on the grounds of sexual orientation or gender identity, in particular but not exclusively by raising awareness, engaging with the community, celebrating the diversity of LGBTQ+ communities and advancing education.' And at the last staging of the event in 2019 over 10000 people from across Wiltshire attended (2020 was cancelled due to the COVID pandemic).
- 3.4 There would be a Flag Raising Ceremony at the Town Hall on 7 August 2021, which would mark the Wiltshire and Swindon Pride Day. The cost of purchasing the appropriate rainbow flag to fly from our Flagpole at the Town Hall would cost £198.00 +VAT.
- 3.5 The Flag Raising Ceremony would be a Civic Occasion on the Town Hall steps with local Dignitaries invited to attend, similar to our support of Merchant Navy Day.
- 3.6 If Councillors agree to support Wiltshire and Swindon Pride Day, the Democratic and Civic Officer will bring a report back to the next Civic Matters Sub-Committee meeting with details of the Civic Event.
- 3.7 If Councillors support the purchase of supporting Wiltshire and Swindon Pride Day, then it would be appropriate to fly the same flag at the start and end of LGBTQ+ awareness month in February every year.

ii) Holocaust Memorial Day

- 3.8 Holocaust Memorial Day takes place in annual on 27 January. This date is chosen because it's the anniversary of the liberation of Auschwitz-Birkenau Concentration Camp by Soviet troops in 1945.
- 3.9 Holocaust Memorial Day is held to recognise the millions of people who have been murdered or their lives changed beyond recognition during the Holocaust, Nazi persecution and subsequent genocides in Cambodia, Rwanda, Bosnia and Dafur.
- 3.10 While there is no specific flag to mark Holocaust Memorial Day, it would be appropriate, in line with other organisations to mark the day with the Town Councils flag flown at half-mast, and an appropriate Civic occasion will be organised.
- 3.11 If Councillors agree to mark Holocaust Memorial Day, the Democratic and Civic Officer will bring a report back to a future Civic Matters Sub-Committee meeting with details of the Civic Event.

iii) NHS, Social Carers and Frontline Workers Thank You Day

- 3.12 The NHS, Social Carers and Frontline Workers Thank You Day is to be held on 05 July 2021, the official birthday of the NHS.
- 3.13 Organisers have a proposed list of suitable activities on how to mark the date but may not be possible due to the ongoing COVID pandemic.

- 3.14 Councillors may wish to mark the date by flying the Town Councils existing Thank You NHS flag, with a Civic Flag Flying Ceremony on the steps of the Town Hall, if COVID restrictions allow.
- 3.15 If Councillors agree to support NHS, Social Carer and Frontline Workers Thank You Day, the Democratic and Civic Officer will bring a report back to the next Civic Matters Sub-Committee meeting with details of the Civic Event.
- 3.15 Organisers propose that this turns into an annual celebration, and if Councillors support this date into the future, then it is proposed that the date is added to the Flag Flying Protocol in the future, and an appropriate Flag is purchased.

ii) Flag Raising Protocol

- 3.16 The current Flag Flying Protocol can be found in **APPENDIX A**. The proposed Flag Flying Protocol to be considered can be found at **APPENDIX B**.
- 3.17 The proposed Flag Flying Protocol in **APPENDIX B** includes all proposed additional dates as stated in the report except for the NHS, Social Carers and Frontline Workers Thank You Day which will be added in the future if it turns into an Annual Celebration.
- 3.18 In addition to the new dates, it is proposed to add in wording to give guidance to officers in the event of the death of a current or a former, Mayor, Councillor or Officer of Chippenham Town Council.
- 3.19 When the Chief Executive is made aware of the death of a current or a former Mayor, Councillor or Officer of Chippenham Town Council, the Town Council flag will be immediately flown at half-mast and will also be flown at half mast on the day of the funeral.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 Celebrating Armed Forces Day and updating the Flag Flying Protocol 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 Councillors to note that because the Civic Events can take place outside of the working week there will be TOIL implications for the Officers involved.

6.0 FINANCIAL IMPLICATIONS

- 6.1 There would be an unbudgeted cost of £198.00 + VAT for the Rainbow Pride Flag. The cost of the Civic Event will be met by the existing Civic & Ceremonial Budget and will be incorporated into future budgets.

7.0 RECOMMENDATIONS

- 7.1 That councillors agree to purchase a Rainbow Pride flag at a cost of £198.00 + VAT and to celebrate Wiltshire and Swindon Pride Day with a Flag Raising Ceremony and that Wiltshire and Swindon Pride Day be added to the Civic Events calendar.
- 7.2 That Councillors agree to add Holocaust Memorial Day to the Civic Events calendar and agree to the Town Council Flag to be flown at half mast annual on the 27 January.
- 7.3 That Councillors agree to mark NHS, Social Carers and Frontline Workers Thank you Day, and a future report is brought to the Civic Matters Sub-Committee if this turns into an Annual Event.
- 7.2 That a report be brought to the Civic Matters Sub-Committee meeting on 01 June 2021, detailing plans for Wiltshire and Swindon Pride Day and NHS, Social Carers and Frontline Workers Thank You Day.
- 7.3 That Councillors agree to the proposed Flag Flying Protocol at **APPENDIX B**.



APPENDIX A

FLAG FLYING PROTOCOL

January 2020

The flag flying protocol specifies relevant dates, agreed by the Civic Matters Sub-Committee, where specific flags are flown on the Town Hall flag pole.

Any further dates for the flying of flags will be agreed by the Mayor and Chief Executive in advance of any relevant dates.

Day	Flag Flown	Date
Commonwealth Day	Commonwealth Flag	2nd Monday in March
HRH The Queen's Birthday	Union Flag	21 April
St Georges Day	St Georges Flag	23 April
Duke of Edinburgh's Birthday	Union Flag	10 June
HRH The Queen's Official Birthday	Union Flag	2nd Saturday in June
Armed Forces Day	Armed Forces Day Flag	Last Saturday in June
Merchant Navy Day	Red Ensign	03 September
Remembrance Sunday	Union Flag	2nd Sunday in November
Armistice Day	Union Flag	11 November
Prince of Wales Birthday	Union Flag	14 November

The Town Hall flag will be flown on appropriate days for Town Council meetings and events. The Neeld Flag will be flown on appropriate days for Neeld Events.

This Flag Flying Protocol will be reviewed after 3 years or when required.



APPENDIX B

FLAG FLYING PROTOCOL

March 2021

The flag flying protocol specifies relevant dates, agreed by the Civic Matters Sub-Committee, where specific flags are flown on the Town Hall flag pole.

Any further dates for the flying of flags will be agreed by the Mayor and Chief Executive in advance of any relevant dates.

Day	Flag Flown	Date
Holocaust Memorial Day	Town Council - Half-mast	27 January
LGBTQ+ Awareness Month	Rainbow Pride Flag	First and Last Day in February
Commonwealth Day	Commonwealth Flag	2nd Monday in March
HRH The Queen's Birthday	Union Flag	21 April
St Georges Day	St Georges Flag	23 April
Duke of Edinburgh's Birthday	Union Flag	10 June
HRH The Queen's Official Birthday	Union Flag	2nd Saturday in June
Armed Forces Day	Armed Forces Day Flag	Last Saturday in June
Wiltshire and Swindon Pride Day	Rainbow Pride Flag	Second Weekend in August
Merchant Navy Day	Red Ensign	03 September
Remembrance Sunday	Union Flag	2nd Sunday in November
Armistice Day	Union Flag	11 November
Prince of Wales Birthday	Union Flag	14 November

The Town Hall flag will be flown on appropriate days for Town Council meetings and events. The Neeld Flag will be flown on appropriate days for Neeld Events.

In the event of a death of a current or a former Mayor, Councillor or Officer, the Town Hall Flag will be arranged to be flown at half-mast on the day the Chief Executive is notified of the death, and on the day of the funeral.

This Flag Flying Protocol will be reviewed after 3 years or when required.



Agenda Item 7

Meeting	Civic Matters Sub-Committee
Date	16 March 2021
Report Title	Mayoral Cadet
Author	Michael Weeks, Democratic and Civic Officer

1.0 PURPOSE OF REPORT

1.1 For Councillors to consider changes to how we select a Mayoral Cadet.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will be aware currently Chippenham Sea Cadets provide a Mayoral Cadet to Chippenham Town Council. The Mayoral Cadet accompanies the Mayor at Civic Events within the Town.

2.2 Councillors originally agreed to have a Mayoral Cadet at the meeting of the Civic Matters Sub-Committee on 01 November 2017, minute 18 refers.

3.0 MAYORAL CADET

3.1 Chippenham Sea Cadets approached the Town Council in 2017 to enquire about the possibility of supplying a Mayoral Cadet, given the historical links of the Mayor being the Honorary President of the Sea Cadets in Chippenham and the presence of the Sea Cadets at Civic Occasions.

3.2 Currently Chippenham Sea Cadets selects and provides a Mayoral Cadet each municipal year to the Town Council. Normally all communication is made via Chippenham Sea Cadets initially, which has produced delays in contacting the incumbent Mayoral Cadet, because in the past no contact information has been provided by the Sea Cadets until new Mayoral Cadet can be met in person at a Civic Event.

3.3 The Democratic and Civic Officer has been contacted by two other Uniformed Youth Organisations over the past twelve months, enquiring if Chippenham Town Council would like their organisation to provide a Mayoral Cadet, unaware that we already had something in place.

3.4 With the approach from other groups as stated in 3.3, and issues in relation to initial communication with the incumbent Mayoral Cadet has stated in 3.2, it is proposed for Councillors to consider amendments to how we select and engage with a Mayoral Cadet.

- i) A letter will be sent to all Uniformed Youth Organisations in the Town asking them if they had any youth member who wishes to be considered for Mayoral Cadet for the municipal year.

- ii) The potential Mayoral Cadet would have to supply an endorsement by their group leader and parental consent. This is so we can contact them directly at home via their parents
- iii) If in the event of multiple applications, a suitable selection process will be held to allow a Mayoral Cadet to be chosen by the Mayor in liaison with the Chief Executive. If deemed suitable, the Mayor could choose a Deputy Mayoral Cadet for the Municipal year. This would ensure potential absences are covered.
- iv) A list of Civic Events will be supplied to the Mayoral Cadet in advance, although official invitations will be sent, directly to them prior to each event.
- v) The Democratic and Civic Officer will liaise with the Mayoral Cadet and their parents to ensure that the Mayoral Cadet is aware of key timings and roles at any Civic Function.
- vi) The minimum age for the Mayoral Cadet should be 14 years old and no older than 18 years of age at the start of the Municipal Year.
- vii) It will be expected that any Mayoral Cadet will be committed to attending our Civic Events throughout the year (unless the event takes place during school hours), will arrive dressed in appropriate uniform and will always conduct themselves to the highest standards.
- viii) The Mayoral Cadet will be presented with a cloth Mayoral Cadet badge and metallic pin to wear on their uniform.
- ix) The term of office is for one Municipal Year.

3.5 If Councillors decided to adopt the proposals in 3.4 i to ix then they will be added to the existing Mayoral Protocol.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Having a Mayoral Cadet contributes to the following corporate priority;

- i. Corporate Priority 2 - An active role in the future development of Chippenham through collaboration with partners and stakeholders.
- ii. 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 If Councillors or the Mayor believe a Deputy Mayoral Cadet is required then there will be an unbudgeted cost of circa £22.95 for the appropriate cloth badge for the Municipal year 2021/22.

7.0 RECOMMENDATIONS

7.1 That councillors agree to the proposals as laid out in 3.4 i to ix



Agenda Item 8

Meeting	Civic Matters Sub-Committee
Date	16 March 2021
Report Title	Civic Events Update
Author	Michael Weeks, Democratic and Civic Officer

1.0 PURPOSE OF REPORT

- 1.1 To update Councillors on Commonwealth Day and to ask councillors for feedback.
- 1.2 To update Councillors on plans for the upcoming Honorary Freeman Award Ceremony, Mayors Investiture and Armed Forces 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) Commonwealth Day

- 3.1 Commonwealth Day was marked by a pre-recorded video released on Monday 08 March 2021. The Commonwealth Day flag was flown at the Town Hall.
- 3.2 The video was available to view on the Town Councils social media channels and can still be viewed on the Town Councils YouTube page.
- 3.3 Participants in the video included the Mayor, the Lord-Lieutenant, Lt Col Joe Brown OC 9 Regt RLC and the drums & bugles of Chippenham 10th Scout Group and associated guides.

ii) Honorary Freeman Award Ceremony

- 3.4 The date for the Honorary Freeman Award Ceremony is Wednesday 21 April 2021, which ensures the ceremony takes place prior to the end of the Municipal year, as per the Honorary Freeman policy.
- 3.5 The ceremony will take place virtually on the zoom platform. This is due to current COVID19 restrictions, even with the Government Road Map to ease restrictions, come April the Town Council will still not be in a position to hold a large gathering in person. The Honorary Freeman has expressed a wish not to meet in person with a large group due to shielding over the past year.
- 3.6 A ceremony running order would be planned, and speakers notified in advance of the ceremony so they can plan accordingly.

- 3.7 Proposed speakers are the Chief Executive, the Mayor, the Councillors who nominated the Honorary Freeman, and of course the Honorary Freeman.
- 3.8 It is proposed the guest list would include The Mayor, Councillors, CMT, selected dignitaries such as the Lord-Lieutenant, High Sheriff and Military representatives. The Honorary Freeman has indicated she would like to invite her daughter (who resides in Chippenham) and son (who resides in Sydney, Australia) and the respective Grandchildren who live with their parents, and lastly a couple they have known for many years who live in Ireland.
- 3.9 The Democratic and Civic Officer will continue to liaise with the Mayor, the Chief Executive and the Honorary Freeman regarding arrangements for the ceremony, and invitations will be circulated in due course.

iii) Mayors Investiture

- 3.10 It is proposed to hold a virtual Ceremonial Mayors Investiture the following week from the Annual Council Meeting, with a date to be confirmed.
- 3.11 With restrictions being proposed to be lifted, May 2021 maybe too soon to hold anything in person, even with reduced numbers. The lifting of restrictions also isn't guaranteed, with the Government potentially halting any part of their proposed road map if COVID cases don't slow sufficiently or increase.
- 3.12 The investiture could be delayed allowing it take place in person, but the Democratic and Civic Officer believes it needs to be held promptly following the Annual Meeting and there are already ceremonial dates in the diary for June (Armed Forces Day), July (Civic Sunday), September (Merchant Navy Day).
- 3.13 The online ceremony would follow previous investitures regarding running orders and the guest lists would mirror this, with CMT, former Mayor and incumbent Mayor, Councillors, Dignitaries, Mayors of other Towns, Former Mayors, Mayoral Charity representatives and those identified by the Former & Incumbent Mayor.

iv) Armed Forces Day

- 3.14 Armed Forces Day takes place on Saturday June 26 2021.
- 3.15 The date is just under a week after the proposed lifting of COVID restrictions by the Government (21 June 2021), and as already highlighted in other Civic Occasions in this report there is no guarantee that this will be the case.
- 3.16 The Democratic and Civic Officer will liaise with the Mayor, the Chief Executive and the key event partner 9 Regiment RLC, regarding the event and what may or may not be possible taking into account any Government guidance regarding events, with any appropriate guests invited in due course.
- 3.1 Councillors will be notified by Councillor bulletin closer to the event date, with an outline of the plans to celebrate Armed Forces Day.
- 3.17 Councillors are to note that in line with the flag flying protocol, the Armed Forces Day flag will be flown from the Town Hall on Saturday 26 June 2021, even if a public event can't be held.

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 9

Meeting	Civic Matters Sub-Committee
Date	16 March 2021
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 2021 to March 2021

- 3.1 In **APPENDIX A** of this report Councillors will find a list of all engagements attended by the Mayor, Cllr Teresa Hutton between 19 January 2021 to 16 March 2021. For information purposes please note that The Deputy Mayor, Cllr Chris Ruck didn't attend any engagements during the same 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.



APPENDIX A

Mayoral Engagements 2020/2021 - Mayor - Cllr Teresa Hutton

	Engagements
January	
	Joy of Christmas Virtual Winners presentation
28	Loose threads exhibition virtual opening - Chippenham Museum
February	
21	Twinning Association AGM
26	Kandu Arts Podcast Recording
March	
7	Chippenham RFC Under9s Rugby Zoom
8	Commonwealth Day Virtual Video