



CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held virtually on the Zoom platform on Tuesday 16 March 2020 at 2pm.

COUNCILLORS: Desna Allen
Mary Norton
Teresa Hutton (Chair)
John Scragg

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 Andy Phillips and Chris Ruck.

31. NOTIFICATION OF SUBSTITUTION

Councillor John Scragg was substituting for Councillor Andy Phillips

32. DECLARATION OF INTEREST

No declarations of interest were made.

33. MINUTES

The minutes of the meeting held on Tuesday 19 January 2021 were proposed by Councillor Mary Norton, seconded by Councillor Desna Allen and approved as a correct record. They will be signed by the Chairman at a later date.

RESOLVED that:

i) The minutes were approved as a correct record and would be signed by the Chairman at a later date.

34. CHAIRMAN'S ANNOUNCEMENTS

i) The Chairman acknowledged as the last meeting of the Civic Matters sub-committee of the municipal year, she would like to thank councillors for their involvement and thanked officers for their support over the past municipal year.

35. FLAG FLYING PROTOCOL

The Democratic and Civic Officer presented the report regarding the flag flying protocol.

Councillor Mary Norton raised if it was appropriate to add new Civic dates to the existing calendar or should it wait until post the elections in May. Councillors acknowledged Councillor Norton's comments but felt that on this occasion it was appropriate to support the additional dates due to the nature of the events.

With 3 councillors in favour and 1 abstention

RESOLVED that:

- i) Councillors agreed 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.

With all in favour

RESOLVED that:

- ii) Councillors agreed 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.
- iii) Councillors agreed to mark NHS, Social Carers and Frontline Workers Thank you Day, and a future report be brought to the Civic Matters Sub-Committee if this turns into an Annual Event.
- iv) 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.
- v) Councillors agreed to the proposed Flag Flying Protocol at APPENDIX B.

36. MAYORAL CADET

The Democratic and Civic Officer presented the report regarding the Mayoral Cadet.

Councillors discussed the importance of having a Mayoral Cadet in attendance at civic events and that giving the opportunity to a young person from the various uniformed organisations locally would ensure inclusivity.

Councillor Desna Allen commented that item vii of the proposed protocol should be worded differently. Schools could see the benefit of the Mayoral Cadet representing their respective organisation and school as a civic honour.

The Democratic and Civic Officer confirmed that the buglers get school permission to attend the Town Councils civic events and would make the necessary amendment to reflect this.

With all in favour

RESOLVED that:

- i) Councillors agreed to the proposals as laid out in 3.4 i to ix, with 3.4 vii amended to so the Mayoral Cadet is encouraged to engage with their respective school to obtain permission to attend civic events during the school week.

37. CIVIC EVENTS UPDATE

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

The Chairman informed Councillors that she received a letter of thanks from Mrs Angela Powell, stating how honoured and shocked she was, upon being notified that she would be bestowed with an Honorary Freeman Award.

RESOLVED that:

- i) Councillors noted the report

38. MAYORS ENGAGEMENTS AND TRAVEL EXPENSES UPDATE

The Democratic and Civic Officer presented the report regarding the Mayor's Engagements and Travel Expenses Update.

Councillor John Scragg thanked the Chairman for recently attending the virtual twinning association AGM.

The Chairman highlighted that due to the ongoing COVID19 it has been unfortunate that the Deputy Mayor, Cllr Chris Ruck has been unable to attend many events. She would have liked to invite the Deputy Mayor to attend with her, but number restrictions prevented this.

RESOLVED that:

- i) Councillors noted the report.

39. ITEMS FOR COMMUNICATION

Promoting of the Mayoral Cadet opportunity to local young people who attend local uniformed organisations.

To engage with the Youth Council regarding the Mayoral Cadet position.

40. DATE OF NEXT MEETING

The next meeting of the Civic Matters Sub-Committee will be held on Tuesday 01 June 2020.

41. **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”.

42. **CIVIC AWARD NOMINATIONS**

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

Councillors discussed the nominations and decided to recommend five nominees to receive a civic award, and four nominees to receive a certificate of appreciation.

RESOLVED that:

- i) Councillors agreed to recommend five nominations (A, E, H, J and K) to the upcoming meeting of the Strategy and Resources Committee on the 7 April 2020 as outlined in Standing Orders (Appendix A, 5.l).
- ii) Councillors agreed to recommend four nominations (B, D, I and the single certificate of appreciation nomination) to receive a certificate of appreciation
- iii) Councillors agreed to the format of the Civic Award to be presented at Civic Sunday on 11 July 2021.

The meeting closed at 3.27pm

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: