



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

01 June 2021

To Councillors:

Liz Alstrom (Vice Chairman) Jenny Budgell
Robert Giles Andy Phillips
John Scragg (Chairman)

Meeting of the Civic Matters Sub Committee Tuesday 08 June 2021

Dear Councillor,

You are summoned to attend a meeting of the Civic Matters Sub Committee to be held at the Town Hall, High Street, Chippenham on Tuesday 08 June 2021 commencing at 2pm for transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 2pm. Members of the public are requested to send their public question to enquiries@chippenham.gov.uk by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance at a Council meeting will be given to the press and those who have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link:
<http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

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 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 be included as an appendix to the minutes.

Agenda

Civic Matters Sub Committee - Tuesday 08 June 2021

	Wards affected	Page no.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive apologies for absence.		
2. <u>NOTIFICATION OF SUBSTITUTION</u>		
To receive any notification of substitution made to the Chief Executive.		
3. <u>DECLARATION OF INTEREST</u>		
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. <u>MINUTES</u>		4
To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 16 March. Minutes require a proposer and seconder for approval (copies attached).		

5. **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements from the Chairman.

Item 6 to consider

6. **HONORARY FREEMAN POLICY UPDATE**

All

8

To receive and consider a report from the Democratic and Civic Officer regarding and update to the Honorary Freeman Policy (copy attached).

Item 7 - 8 to note

7. **CIVIC EVENTS UPDATE**

All

17

To receive a report from the Democratic and Civic Officer regarding civic events, reviewing the virtual Honorary Freeman & Mayors Investiture Ceremonies and detailing plans for Armed Forces Day, NHS Frontline Workers Thank You Day, Civic Sunday, Wiltshire and Swindon Pride Day and Merchant Navy Day. (copy attached).

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

All

20

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

9. **ITEMS FOR COMMUNICATION**

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

10. **DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub Committee will take place Tuesday 14 September 2021.



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 Teresa Hutton (Chair)
Mary Norton 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 three nominations (B, D and I) 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:



Agenda Item 6

Meeting	Civic Matters Sub-Committee
Date	08 June 2021
Report Title	Honorary Freeman Policy Update
Author	Michael Weeks, Democratic and Civic Officer

1.0 PURPOSE OF REPORT

1.1 For Councillors to consider an update of the Honorary Freeman Policy.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will be aware that the Town Council has a Honorary Freeman Policy. The title Honorary Freeman is the highest award the Town Council can bestow upon a resident.

2.2 The Honorary Freeman policy was originally adopted by the Town Council in 2018, and is due for an update in July 2021.

3.0 HONORARY FREEMAN POLICY UPDATE

3.1 Since the originally policy was adopted in 2018, the policy was first used by the Town Council at the end of the previous administration to consider nominations as detailed in the existing policy.

3.2 During the municipal year 20/21, there were queries raised by Councillors during the nomination and decision process because the wording wasn't clear in the original policy.

3.3 With the Honorary Freeman Policy up for a review, the Democratic and Civic Officer has taken in account these queries to update the policy to ensure it is clear for future use by Officers and Councillors.

3.4 In **APPENDIX A** the amendments to the policy can be found in items 4.2 and 4.5.

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 There are no financial implications.

7.0 RECOMMENDATIONS

7.1 That councillors agree to the updated Honorary Freeman Policy.



CHIPPENHAM
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Honorary Freeman Policy

Author: Chief Executive
Date Adopted: June 2021
Review Date: July 2024
Amendments:

CONTENTS:	Page
Background to Honorary Freeman	3
Policy Statement	3
Nomination Process and Criteria	3
Process and Governance	4
Removal of the Honour	4
Draft Honour	4
Nomination Form	5

Contact Details

This policy is issued by the Civic Matters Sub Committee of Chippenham Town Council.

The scheme is managed by the Chief Executive and the day to day administration of the process is delegated to the Democratic and Civic Officer.

For information on the policy you can either email or phone the Democratic and Civic Officer mweeks@chippenham.gov.uk or 01249 446699.

This policy and application form can be found on the council's website www.chippenham.gov.uk.

If you would like help completing the nomination form please contact the town council on the above number and we will be happy to assist you.

Completed nomination forms to be returned either

to: mweeks@chippenham.gov.uk

or

Democratic and Civic Officer, Chippenham Town Council, Town Hall, High Street, Chippenham Wiltshire SN15 3ER.

1. BACKGROUND TO HONORARY FREEMAN

1.1 In accordance with the Local Government Act of 1972 section 249 (5), a Parish Council may admit to be Honorary Freemen of the place for which it is the authority -

- a) persons of distinction, and
- b) persons who have, in the opinion of the Council, rendered eminent services to that place or area.

1.2 The title of Honorary Freeman will be granted to both males and females in accordance with guidelines from the president of The Freemen of England and Wales (FEW).

(As a matter of interest when the Freedom was opened to all Freemen it was the strong opinion of the ladies that they be known as Freemen, not Freewomen, in accordance with ancient tradition. There have been lady freemen in some towns for many years and they were always known as Freemen in their own right. - President of FEW)

2. POLICY STATEMENT

2.1 This policy sets out how Chippenham Town Council will manage the nomination and appointment process of granting the title of Honorary Freeman.

2.2 Chippenham Town Council will recognise the exceptional level of service by a member of the community by awarding to them the title of Honorary Freeman. This title will only be awarded on rare occasions.

2.3 The title of Honorary Freeman is the highest honour that Chippenham Town Council bestows, it is therefore above a Civic Award.

3. NOMINATION PROCESS AND CRITERIA

3.1 Nominations must be made by completing the nomination form (Appendix A) and returning it to the Democratic and Civic Officer at Chippenham Town Council.

3.2 Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of Chippenham may make a nomination, but nominations require a proposer and a seconder who are Chippenham Town Councillors.

3.3 The completed form should provide detailed evidence as to why an individual is being nominated for this title.

3.4 If evidence is missing, or the criteria is not achieved, the applicant will be contacted and asked to resubmit the form with further evidence.

3.5 The following criteria will be considered by Full Council when a nomination for an Honorary Freeman of Chippenham is received;

- a) A significant allocation of the person's time in serving members of the community for the improvement of their well-being
- b) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made
- c) A contribution which is seen to stand above the contributions of others

- d) Bravery
- e) Outstanding acts that promote the Town
- f) Outstanding sporting achievement

3.6 Upon receipt of any nomination for Honorary Freeman, the application will be reviewed and voted on by Full Council.

4. PROCESS AND GOVERNANCE

4.1 The power to appoint an Honorary Freeman must be exercised by a resolution of Full Council at a confidential meeting that has been specially convened for this purpose.

4.2 Nominations for Honorary Freeman will be decided in the final year of office, every four years. If any applications are received a specially convened **extraordinary** meeting will be called within 28 days of the deadline for Full Council to vote on the nomination.

4.3 In extraordinary circumstances the title may be bestowed at any time as the Council sees fit, without the need to comply with 4.2 above.

4.4 There will be a maximum of three Honorary Freeman awarded in each term of office due to it being an extraordinary award.

4.5 **At the extraordinary Full Council meeting, to award the title of Honorary Freeman to any nomination, a two-thirds majority of those Councillors present must be in agreement.**

4.6 The Chief Executive will inform the successful nominee for Honorary Freeman. If they accept the title, arrangements will be made to bestow the title upon them.

4.7 The title of Honorary Freeman will be bestowed in a Civic Reception by the Mayor prior to the end of the current municipal year.

4.8 This is an honorary title which is not hereditary and does not entitle the individual to any specific rights.

4.9 At any one time, a maximum of twelve persons, unless otherwise decided by the Council, may hold the title of Honorary Freeman of Chippenham for life.

5. REMOVAL OF THE HONOUR

5.1 Any person nominated who is deemed by the Council to have brought the office into disrepute, may have the designation removed. No less than two-thirds of the Council, at a formal vote, must agree the removal.

6. DRAFT HONOUR

6.1 The title of Honorary Freeman will be bestowed by the Mayor in a Civic Reception to which up to 20 guests will be invited.

6.2 The Honorary Freeman will sign the Roll of Honorary Freeman which the Town Council possesses.

6.3 During the ceremony the Honorary Freeman will be presented with a scroll and an Honorary Freeman badge that will be worn to any future civic events the individual is invited to attend.



**CHIPPENHAM
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Honorary Freeman Nomination Form

Please provide full details for the person you are nominating below.

Date: _____

Name: _____

Address: _____

Telephone number: _____

Email address: _____

I nominate the individual above to be granted the title of Honorary Freeman for exceptional services to the town and people of Chippenham with details as follows (please continue on a separate sheet, if applicable):

I certify that the details given are correct, that I have not been influenced or canvassed in any way and that the person nominated has no knowledge of the present application.

I understand that all matters relating to the nomination are confidential and the personal details enclosed within this form will only be held until any Honour is bestowed at a Civic Reception. All information will be disposed of securely, in accordance with General Data Protection Regulations.

PROPOSED BY:

Councillor: _____

Dated: _____

SECONDED BY:

Councillor: _____

Dated: _____

Please Complete and return by 31 January, to:

**Democratic & Civic Officer
Chippenham Town Council
Town Hall
High Street
Chippenham
Wiltshire
SN15 3ER**



Agenda Item 7

Meeting	Civic Matters Sub-Committee
Date	08 June 2021
Report Title	Civic Events Update
Author	Michael Weeks, Democratic and Civic Officer

1.0 PURPOSE OF REPORT

- 1.1 To update Councillors on the Honorary Freeman Virtual Ceremony and the Mayor's Investiture Ceremony and to ask councillors for feedback.
- 1.2 To update Councillors on plans for the upcoming Armed Forces Day, NHS, Social Carers and Frontline Workers Thank you Day, Civic Sunday, Wiltshire and Swindon Pride Day and Merchant Navy 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) Honorary Freeman Virtual Ceremony

- 3.1 The Honorary Freeman Ceremony for Mrs Angela Powell was conducted virtually using the zoom platform on Wednesday 21 April 2021, due to the COVID restrictions on public gathering.
- 3.2 Witnesses to the ceremony included a Deputy Lieutenant, military & emergency service representatives, Town Councillors, and family & friends of Mrs Powell, some who had logged on from other countries.
- 3.3 A video tribute to Mrs Powell was produced that was shared on the evening and circulated on the Town Councils social media platforms post event.

ii) Mayors Investiture Virtual Ceremony

- 3.4 The Mayors Investiture Ceremony was conducted virtually using the zoom platform on Tuesday 25 May 2021 due to the COVID restrictions on public gathering.
- 3.5 Witnesses to the ceremony included a Deputy Lieutenant, the High Sheriff, military & emergency service representatives, Mayors of other towns, Town Councillors, and family & friends of Former Mayor Mrs Teresa Hutton, Mayor of Chippenham Cllr John Scragg and Deputy Mayor Cllr Liz Alstrom.

iii) Armed Forces Day

- 3.6 Armed Forces Day takes place on Saturday 26 June 2021.
- 3.7 The date is just under a week after the proposed lifting of COVID restrictions by the Government (21 June 2021).
- 3.8 The Government is due to announce details of the next stage of the road map on 14 June 2021.
- 3.9 The Democratic and Civic Officer will plan to hold a flag raising ceremony on the day but will liaise with the Mayor, the Chief Executive, and the key event partner 9 Regiment RLC, regarding the event considering any Government guidance regarding events, with any appropriate guests invited in due course.
- 3.10 Councillors will be notified by Councillor bulletin closer to the event date, with an outline of the plans to celebrate Armed Forces Day.
- 3.11 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.

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

- 3.12 NHS, Social Carers and Frontline Workers Thank You Day takes place on Monday 05 July 2021.
- 3.13 The day has been chosen to thank those involved with the ongoing COVID pandemic.
- 3.14 On the official website for the day, there are a range of ideas on how to celebrate the date, but due to the ongoing uncertainty of the Pandemic, the day will be marked with a flag raising ceremony and a 2 minute silence, led by the Mayor from the steps of the Town Hall.
- 3.15 The Democratic and Civic Officer will liaise with the Mayor and the Chief Executive regarding the event considering any Government guidance regarding events, with any appropriate guests invited in due course.
- 3.16 Councillors will be notified by Councillor bulletin closer to the event date, with an outline of the plans to celebrate NHS, Social Carers and Frontline Workers Thank you Day.

v) Civic Sunday

- 3.17 Civic Sunday will take place on Sunday 11 July 2021.
- 3.18 Due to the ongoing COVID pandemic, it is currently uncertain if Civic Sunday can take place in its traditional format with a service at St Andrews and an award ceremony at the Neeld followed by a buffet.

- 3.19 All Civic Award Winners and Certificate of Appreciation Winners have been asked to save the date, and as a minimum an event, considering any updated COVID safe guidance, will be put on, to allow the Mayor to hand out the awards.
- 3.20 The Democratic and Civic Officer will liaise with the Mayor and the Chief Executive post the Government's lifting of restrictions announcement on the 14 June 2021 to consider the amount of people that can be invited and the format of the event within any updated COVID safe guidance.
- 3.21 Councillors will be notified by Councillor bulletin closer to the event date, with an outline of the plans to celebrate Civic Sunday.
- vi) Wiltshire and Swindon Pride Day and Merchant Navy Day
- 3.22 Wiltshire and Swindon Pride Day takes place on 07 August 2021 and Merchant Navy Day takes place on 03 September 2021.
- 3.23 A flag raising ceremony should take place on both dates to mark these occasions.
- 3.24 As with other events taking place prior to the next meeting of the Civic Matters Sub-Committee on the 14 September 2021, due to the ongoing COVID pandemic it is uncertain how many guests and what restrictions may still be in place come these events.
- 3.25 The Democratic and Civic Officer will liaise with the Mayor and the Chief Executive closer to the event dates considering any Government guidance regarding COVID safety and a Councillor bulletin will notify Councillors how the dates will be celebrated.

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 8

Meeting	Civic Matters Sub-Committee
Date	08 June 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 March 2021 to May 2021

- 3.1 In **APPENDIX A** of this report Councillors will find a list of all engagements attended by the Former Mayor, Mrs Teresa Hutton between 17 March 2021 to 18 May 2021. For information purposes please note that the Former Deputy Mayor, Cllr Chris Ruck didn't attend any engagements during the same period.
- 3.2 In **APPENDIX B** of this report Councillors will find a list of all engagements attended by the Mayor, Cllr John Scragg and the Deputy Mayor, Cllr Liz Alstrom between 19 May 2021 to 08 June 2021.

ii) Mayor's Travel Expenses

- 3.3 During Municipal year 2020/21, the Mayor spent a total of £0.00 of the £800.00 budget.
- 3.4 During Municipal year 2021/22 so far, 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 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

March	Engagements
18	Wood Lane Care Home Topping Out Ceremony
31	Virtual Rule of Law Ceremony
April	
19	Chippenham Lions Virtual Monthly meeting
21	Hardenhuish School Hall of Fame Opening
21	Honorary Freeman Virtual Award Ceremony



Mayoral Engagements 2021/2022 - Mayor Cllr John Scragg

May	Engagements
19	Annual Council Meeting
25	Virtual Mayors Investiture
June	
2	ACL (First meeting of municipal year)
3	HR (First meeting of municipal year)
3	PET (First meeting of municipal year)
8	Civic Matters

Mayoral Engagements 2021/2022 - Deputy Mayor - Cllr Liz Alstrom

May	
25	Virtual Mayors Investiture