



**CHIPPENHAM  
TOWN COUNCIL**

Improving the quality of town life

07 September 2021

To Councillors:

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

Meeting of the Civic Matters Sub Committee Tuesday 14 September 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 14 September 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](mailto: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](mailto: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.

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## Agenda

Civic Matters Sub Committee - Tuesday 14 September 2021

	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>		5
To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 08 June. Minutes require a proposer and seconder for approval (copy attached).		

		Wards affected	Page no.
5.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>  To receive any announcements from the Chairman.		
Item 6 - 8 to consider			
6.	<b><u>CIVIC AWARDS 2022</u></b>  To receive and consider a report from the Democratic and Civic Officer regarding the Civic Awards 2022 (copy attached).	All	7
7.	<b><u>MAYORAL CHRISTMAS CARD</u></b>  To receive and consider a report from the Democratic and Civic Officer regarding the Mayoral Christmas Card 2021 (Copy attached).	All	13
8.	<b><u>DRAFT CIVIC AND CEREMONIAL BUDGET 2022/23</u></b>  To receive and consider a report from the Head of Democratic Services regarding the draft Civic and Ceremonial Budget 2022/23 (copy attached).	All	15
Item 9 - 11 to note			
9.	<b><u>CIVIC EVENTS UPDATE</u></b>  To receive a report from the Democratic and Civic Officer regarding civic events, reviewing Armed Forces Day, NHS Frontline Workers Thank You Day, Wiltshire and Swindon Pride and Merchant Navy Day and detailing plans for Civic Sunday, Armistice Day and Remembrance Sunday. (copy attached).	All	19
10.	<b><u>MAYOR'S ENGAGEMENTS AND TRAVEL EXPENSES UPDATE</u></b>  To receive a report from the Democratic and Civic Officer regarding the Mayor's Engagements and Travel Expenses (copy attached).	All	22
11.	<b><u>PLATINUM JUBILEE PLANS</u></b>  To receive a report from the Democratic and Civic Officer regarding Platinum Jubilee Plans (copy attached).	All	25

12. **ITEMS FOR COMMUNICATION**

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

13. **DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub Committee will take place Tuesday 18 January 2021.



## CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held at the Town Hall on Tuesday 08 June 2021 at 2pm.

**COUNCILLORS:** Liz Alstrom Jenny Budgell  
Robert Giles Andy Phillips  
John Scragg (Chair)

**OFFICERS** Michael Weeks (Democratic and Civic Officer)  
**PRESENT:** Kieran Moore (Technician)  
Matt Kirby (Director of Community Services)

**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.

#### 1. APOLOGIES FOR ABSENCE

No Apologies for absence were received.

#### 2. NOTIFICATION OF SUBSTITUTION

No notification of substitution were received.

#### 3. DECLARATION OF INTEREST

No declarations of interest were made.

#### 4. MINUTES

The minutes of the meeting held on Tuesday 16 March 2021 were proposed by Councillor John Scragg, and due to being the only attending Councillor who was at the meeting.

#### RESOLVED that:

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

#### 5. CHAIRMAN'S ANNOUNCEMENTS

i) The Chairman informed the committee that for Municipal year 21/22 Police Cadet Harrison Wylie had been chosen as Mayors Cadet and Explorer Scout Alaric Childerhouse had been chosen as Deputy Mayors Cadet.

**6. HONORARY FREEMAN POLICY UPDATE**

The Democratic and Civic Officer presented the report regarding the Honorary Freeman Policy Update.

With all in favour

**RESOLVED that:**

- i) Councillors agreed to the updated Honorary Freeman Policy.

**7. CIVIC EVENTS UPDATE**

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

It was noted by Councillors that using the virtual platforms for ceremonies allowed guests from other countries to take part, and this technology should be used again where appropriate post the COVID19 pandemic.

Councillor Liz Alstrom thanked officers for adding Wiltshire and Swindon Pride Day to the Civic Event list highlighting the importance of diversity and inclusion

**RESOLVED that:**

- i) Councillors noted the report

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

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

**RESOLVED that:**

- i) Councillors noted the report.

**9. ITEMS FOR COMMUNICATION**

Councillor Jenny Budgell asked if a list of Civic event dates or individual event posters could be displayed in Town Council notice boards as another way to promote to residents.

**10. DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub-Committee will be held on Tuesday 14 September 2021.

The meeting closed at 2.32pm

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	14 September 2022
Report Title	Civic Awards 2022 Update
Author	Michael Weeks, Democratic and Civic Officer

### 1.0 PURPOSE OF REPORT

1.1 To update Councillors on the Civic Award process for 2022.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will recall that each year Civic Awards are given to individuals or local groups for services to the town and people of Chippenham.

### 3.0 CIVIC AWARD PROCESS

3.1 Nominations will open for Civic Awards 2022 on 01 January 2022. A letter from the Mayor, nomination forms and a promotional poster will be circulated to civic organisations and relevant contacts.

3.2 Information promoting the awards will be found on the Town Council website and social media channels.

3.3 Nominations will be open for eight weeks, and the deadline for all submissions will be 28 February 2021.

3.4 The Civic Matters Sub-Committee will review any nominations received at their next meeting on 15 March 2022. Any recommendations will then be ratified by Strategy and Resources on 06 April 2022.

3.5 All nominees will be contacted on receipt of their nomination form to ensure that they consent to their details being held on our database to comply with GDPR.

#### Civic Award Policy

3.6 In the 2021 Civic Award Process there were two nominations from residents, where Town Council Officers volunteered in the same organisations the nominated individual's achievements were wished to be recognised.

3.7 In the criteria for a Civic Award it clearly states in line f & g (copy of the 2021 criteria can be found in **APPENDIX A**, but does not cover the occurrence in 3.6.

i) No nomination be considered in respect of any serving Councillor or employee of Chippenham Town Council.

- ii) No nominations be proposed or seconded by any Councillor or employee of Chippenham Town Council.

3.8 In 2021 the decision was taken to allow the nominations to be considered, because they were not for current councillors or staff specifically but the criteria would need to be reviewed for 2022.

3.9 During the process in 2021 a resident also nominated an organisation that had already received an award previously, with no clear guidance for officers in the criteria on how to proceed with the nomination. The nomination in question was for a separate achievement by the organisation in question, but the nomination was discounted.

3.10 Following the two incidents detailed in 3.6 & 3.9 it is proposed that in the Civic Award nomination criteria the following is added.

- i) The Town Council acknowledges that staff and Councillors volunteer their time freely with other organisations in the Town. This should not stop a voluntary colleague of a current staff member/Councillor or the organisation itself being nominated by a resident. For transparency, where known, the applicant should declare on the application form if they are aware of any involvement of a current Councillor or staff member within the voluntary group or organisation.
- ii) The Town Council acknowledges the continued commitment of the many individual residents and organisations to the overall wellbeing of the Town. To acknowledge this, previous award winners can be considered for another Civic Award after a period of no less than 5 years.

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

4.1 Civic Awards 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 There are no financial implications.

#### **7.0 RECOMMENDATIONS**

7.1 That Councillors note that nominations for Civic Awards 2022 will be requested from residents between 1 January and 28 February 2022.

7.2 That Councillors include in the Civic Award 2022 criteria the additions as proposed in 3.10i & 3.10ii.





## **Civic Award 2021 - Nomination Form**

**Closing date for submission of applications is Sunday 28 February 2021.**

In order to comply with General Data Protection Regulations page 1 will be detached from the remainder of the application form and used by office staff only for the purpose of contacting the applicant about the application and any subsequent award. Please confirm by signing the box below that you are content that Chippenham Town Council retains your details for the purpose of processing your application and any subsequent award. This will be destroyed after the process is complete.

I give consent to Chippenham Town Council storing the personal data below for the purpose of processing this application.	Signed:  Dated:
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Please complete the following section of the form with the details of the individual or local group you wish to nominate for a Civic Award / Certificate of Appreciation.

Name of individual/local group	
Address	
Contact Number (daytime)	
Email Address	

The proposer and seconder for this nomination must be residents of Chippenham, please complete the following section of the form with the details of the proposer and seconder.

Name of proposer	
Address	
Contact Number (daytime)	
Email Address	

Name of seconder	
Address	
Contact Number (daytime)	
Email Address	



## **The Civic Award Process and Criteria**

**The closing date for submission of applications is Sunday 28 February 2021.**

A Civic Award is presented to individuals or local groups in recognition of outstanding service to the community. Nominees must fulfil at least one of the following criteria:

- Made a material contribution to the advancement, wellbeing and welfare of the people of Chippenham
- Supported charitable work carried out in the Town
- Assisted the work of the Town Council in a voluntary capacity
- Demonstrated outstanding Citizenship

The process and conditions of the Civic Award Scheme approved by the Town Council are as follows:-

- (a) Applications are submitted, in confidence, to a meeting of the Civic Matters Sub Committee. That Sub Committee recommendation is then made to Full Council for consideration and approval.
- (b) On receipt of the nomination form nominees be contacted to ensure that the Town Council can hold their personal information (to comply with GDPR).
- (c) Each valid nomination be considered on its own merits and no firm criteria be specified except that no award would normally be made to any employee for carrying out any tasks within their normal employment.
- (d) A maximum of five awards be made in any one Municipal Year, and no minimum number be specified.
- (e) No nominations be initiated by the Civic Matters Sub-Committee or its members.
- (f) No nomination be considered in respect of any serving Councillor or employee of Chippenham Town Council.
- (g) No nominations be proposed or seconded by any Councillor or employee of Chippenham Town Council.
- (h) The names of Civic Award winners be made public following the approval of the Town Council.
- (i) The award is presented on Civic Sunday at a ceremony in the Town Hall on the 11 July 2021.
- (j) A Posthumous Award nomination can be awarded to individuals who performed voluntary services to the community within 2 years of the date of their death.



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Please explain below why you would like to nominate this individual or local group to receive a Civic Award or Certificate of Appreciation for services to the town and people of Chippenham. Please detail how they have fulfilled at least one of the criteria on page 2 of this nomination form (please continue on a separate sheet, if applicable):

Name of nominated individual or local group		
Please circle if this nomination is for a Civic Award or Certificate of Appreciation	Civic Award	Certificate of Appreciation



## **Nomination Checklist**

Please go through the following checklist to ensure that you have completed all sections of the Civic Award nomination form.

<b>Checklist</b>	<b>Please tick</b>
Full contact details of the nominee, proposer and seconder have been supplied on page 1 of this nomination form.	
You are aware that the closing date of submission is Sunday 28 February 2021	
You have read through the Civic Award Process and Criteria information on page 2.	
The individual/local group nominated fulfils one of the four criteria as described on page 2 of this application.	
You are aware that Civic Awards are presented at Civic Sunday, which will take place at the Town Hall on Sunday 11 July 2021.	

### Declaration

I declare that:

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

I understand that:

- This nomination form will be treated confidentially and in accordance with GDPR and will be considered at a Civic Matters Sub Committee meeting as part of the decision process.
- Chippenham Town Council may ask for additional information at any stage of the application process.
- Should the present nomination fail, it may be resubmitted after the expiry of twelve months.
- I understand that all matters relating to the nomination are confidential.

Signature of Proposer	
Name	
Date	

Signature of Seconder	
Name	
Date	



## Agenda Item 7

Meeting	Civic Matters Sub-Committee
Date	14 September 2021
Report Title	Christmas Cards
Author	Michael Weeks, Democratic and Civic Officer

### **1.0 PURPOSE OF REPORT**

1.1 To update Councillors on the Mayor's proposals for Chippenham Town Council's Christmas Card 2021.

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

2.1 Each year the Town Council send out Christmas Cards to numerous individuals and groups including stakeholders, key partners and Community representatives.

### **3.0 CHRISTMAS CARDS**

3.1 The Democratic and Civic Officer met with the Mayor to discuss initial ideas for this year's Christmas Card.

3.2 The Mayor has proposed the following for the Christmas card this year

- i) The picture on the front of the card to be a suitable picture of the Mayor's choice.
- ii) Inside the card, the wording needs to be Happy Christmas.
- iii) The card should say it's from the Mayor, Councillors and staff of Chippenham Town Council.
- iv) That this year, a mix of physical cards and electronic cards will be circulated to recipients.
- v) That two versions of the card should be produced one signed by the Mayor only and one signed by both the Mayor and the Chief Executive and sent appropriately. This does replicate what other local Town Councils are now doing, and will also cut down the number of cards being sent by the Council e.g. one from the Mayor and one from the Chief Executive.

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

4.1 The Town Council Christmas Card 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 will be met from the existing Civic and Ceremonial budget.

**7.0 RECOMMENDATIONS**

7.1 That Councillors note the Mayor's proposals for this year's Christmas Card in 3.2 i to iv.



## Agenda Item 8

Meeting	Civic Matters Sub Committee
Date	14 September 2021
Report Title	Draft Civic & Ceremonial Budget 2022/23
Author	Heather Rae, Head of Democratic Services

### 1.0 PURPOSE OF REPORT

- 1.1 Councillors to consider the proposed Civic and Ceremonial budget for 2022/23 and to make a recommendation to the Strategy and Resources Committee that this be included in the Council's overall budget for 2022/23.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Councillors to consider the proposed 2022/23 budget and any other requirements for the new financial year including a breakdown of civic events held each year and details on civic photographs, regalia and other items relevant to this year's budget proposal.

The following breakdown explains costs associated with each Civic Event:

#### i) Twinning Receptions

These are larger events organised with the Chippenham Twinning Association. The event is hosted by the Mayor and includes a welcome drink, evening meal and entertainment. The next event concerning this draft budget will be held in August 2022.

#### ii) Armed Forces Day

This is a small event with a few invitations and refreshments only. The next event will be held in June 2022.

#### iii) Civic Sunday

This is a large event which includes refreshments for Dignitaries, flowers and a service at St. Andrews followed by an Awards Ceremony and buffet at the Neeld Community and Arts Centre. Following the event in this financial year, the next event concerning this draft budget will be held in July 2022.

#### iv) Wiltshire and Swindon Pride

This is a small event with a few invitations and refreshments only. Following the event in this financial year, the next event will be held on 06 August 2022.

#### v) Merchant Navy Day

This is a small event with a few invitations and refreshments only. Following the event in this financial year, the next event will be held on 03 September 2022.

#### vi) Remembrance Day

This is a larger event organised with the Royal British Legion, the Army and St. Andrew's Church. Chippenham Town Council organise the road closure, invitation of Dignitaries, the procession to St. Andrew's Church, the PA system at the War Memorial, event stewards for the road closures and the printing of the order of services and road closure notifications. Following the event in this financial year, the next event will be held in November 2022.

#### vii) Commonwealth Day

This event invites local schoolchildren to come to the Town Hall to learn about the Commonwealth from 9 Regiment soldiers. This event includes a flag raising ceremony and refreshments and a presentation from the 9 Regiment. The specific details are to be determined with 9 Regiment. Following the event in this financial year, the next event will be held in March 2023.

#### viii) Mayor's Investiture

This is a large event which includes printing programmes a welcome drink and buffet for invited guests. The next event will be held in May 2022.

### 2.3 Civic Photographs

The Council has purchased an official photograph of the Monarch and any future purchases required have been taken into account as part of this budget proposal. The Council has purchased two large frames for photographs of the Monarch and the Mayor. Small frames are required annually to be used for the photographs of the Mayor displayed on the walls in the Town Hall.

### 2.4 Protocol for the Death of a Sovereign

Required items include framed condolence photographs, black armbands, black ties, black rosettes, a black ribbon and a book of condolence. These have all been purchased by the Council and the replacement of any items as required has been considered in this budget proposal.

### 2.5 Honorary Freeman

As previously agreed by the Civic Matters Sub Committee any nominations for Honorary Freeman will be considered in the last year of office (2024/25). The latest costs associated with this process were included in the 2020/21 budget and not required for the financial year 2022/23.

### 2.6 Civic Regalia

This budget covers the costs for new name plates for framed photographs, poppy wreaths, civic award trophies, replacement Civic Regalia such as white gloves and new flags as required. Minor repair of the mace and chains have been factored into this budget proposal. It is proposed to increase this budget to £7000 to cover the cost of purchasing a Town Crier robe which is estimated at £4000.

### 2.7 Town Crier

Further to the purchasing of robes for the Town Crier, it is proposed that an honorarium be paid in a similar manner to the roles of Macebearer and Deputy Macebearer, this is proposed at £150 per year and travel expenses can be claimed in addition to this.



## 2.8 Youth Council

Full Council agreed to set up a Chippenham Youth Council on 27 March 2019 and agreed for a £1000 budget for the Youth Council on 15 September 2019. As the Youth Council is now established, it is proposed that their budget be incorporated into the Civic and Ceremonial budget for the Democratic Services Team to manage. An amount of £1500 is proposed to incorporate set up costs such as refreshments and support.

## 2.9 Mayor's Travel

This budget has not been utilised fully in previous years, it is therefore proposed to reduce this to £300, which would maintain a reasonable amount to be available to the Mayor to use as required.

## 2.10 Postage

As the Council moves towards being more paperless and to contribute to the Climate Emergency, it is proposed that the postage budget be reduced to £300 as items such as Civic Event invitations are being sent electronically where possible.

## 2.11 Modern.gov

The Modern.gov budget will cover the Modern.gov licence fee (£7000) and hosting fee (£2000)

## 3.0 **PROPOSED BUDGET FOR 2022/23**

3.1 The budget for 2021/22 was £17,600 (excluding staff costs).

3.2 The recommended budget for 2022/23 is as follows:

Printing	£1,400
Mayoral Allowance	£5,000
Mayor's Travel	£300
Postage	£300
Civic Support	£570
Civic Regalia	£7,000
Civic Photos	£500
Entertainment	£5,500
Supplies and Services	£700
Youth Council	£1,500
Town Crier	£150
Modern Gov	9000
<b>Total</b>	<b>31920</b>

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

4.1 The Civic and Ceremonial budget will contribute to the following corporate priority;

i. Corporate Priority 5 - Effective and efficient use of resources.

#### **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

#### **6.0 FINANCIAL IMPLICATIONS**

6.1 A proposed budget of £31920 is required to meet the demands of the involvement in a wide range of Civic activities.

#### **7.0 RECOMMENDATIONS**

7.1 For Councillors to approve the recommendations in the Civic and Ceremonial budget of £31920.00 for 2022/23.

7.2 Councillors to recommend the Civic and Ceremonial budget of £31920.00 to the Strategy and Resources Committee for consideration as part of the wider budget setting process 2022/23.



## Agenda Item 9

Meeting	Civic Matters Sub-Committee
Date	14 September 2021
Report Title	Civic Events Update
Author	Michael Weeks, Democratic and Civic Officer

### 1.0 PURPOSE OF REPORT

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

- 3.1 Armed Forces Day took place on Saturday 26 June 2021.
- 3.2 Due to the fact that Covid restrictions were in place the event was undertaken with a limited guest list, with the Mayor, Deputy Mayor and The Director of Community Services welcoming a Deputy Lieutenant and local military representatives.
- 3.3 A flag raising ceremony and a 2-minute silence were held to officially mark the day. The Armed Forces Flag was flown for the entire weekend to show the Town Councils continued support for our armed forces.

#### ii) NHS, Social Carers and Frontline Workers Thank You Day

- 3.4 NHS, Social Carers and Frontline Workers Thank You Day took place on Monday 05 July 2021.
- 3.5 Covid restrictions impacted the number of guests we could welcome but the guest list did include social care representation from Ferfoot Care Home, representatives from Chippenham Hospital who worked on the Chippenham Covid ward, military and emergency services representation and a Deputy Lieutenant.

- 3.6 To mark the day there was a flag raising ceremony and a 2-minute silence.
- iii) Wiltshire and Swindon Pride
- 3.7 Wiltshire and Swindon Pride Day took place on 07 August 2021.
- 3.8 This was the first civic event post the lifting of Covid restrictions which enabled the Chief Executive and the Mayor to extend a wider invitation to Town Councillors and dignitaries.
- 3.9 A flag raising ceremony of the Pride Rainbow was held on the steps of the Town Hall to mark the Town Councils support for Wiltshire and Swindon Pride.
- 3.10 Guests included the Lord Lieutenant, The High Sheriff, the MP for Chippenham, the Honorary Freeman, military and emergency services representatives and Town Councillors
- 3.11 Following the ceremony the Honorary Freeman Mrs Powell was presented with her scroll by Former Mayor Mrs Hutton, and the Mayor and the Chief Executive presented Lt Col Brown the outgoing CO of 9 Regiment RLC with a certificate of appreciation.
- iii) Merchant Navy Day
- 3.12 Merchant Navy Day took place on Friday 03 September 2021.
- 3.13 A flag raising ceremony with a 1-minute silence was held to mark the day. In addition to this there was a message from HRH the Earl of Wessex and a poetry reading.
- 3.14 Guests included a Deputy Lieutenant, the MP for Chippenham, the CEO of the Merchant Navy fund, residents who were serving / veterans of the Merchant Navy, military and emergency service representatives, Town Councillors and Youth Councillors.
- iv) Civic Sunday
- 3.15 Following a postponement due to Covid restrictions of the original date in July, Civic Sunday will take place on Sunday 26 September 2021.
- 3.16 The Democratic and Civic Officer has liaised with the Mayor and the Chief Executive regarding the guest list, which had to be reviewed to ensure any attending guests would feel comfortable at a mass gathering while inside either the Town Hall or St Andrews with Covid 19 still being a feature in our everyday lives.
- 3.17 The Mayor will welcome dignitaries and Town Councillors to the Town Hall prior to the Church service at St Andrews. The Mayor and dignitaries will process up through the high street to the Church at the appropriate time. Civic Award winners and local community groups / representatives will go directly to St Andrews. Following the service at St Andrews, the Mayor will return to the Neeld for the Award Ceremony and a buffet with invited dignitaries along with the Civic Award winners. St Andrews Church will provide refreshments for the local community groups / representatives.

v) Armistice Day and Remembrance Sunday

- 3.18 Armistice Day will take place on Thursday 11 November and will be marked by a two-minute silence on the steps of the Town Hall at 11am.
- 3.19 Remembrance Sunday will take place on Sunday 14 November and will be marked by a Church Service at St Andrews, a public act of remembrance at the war memorial in the Market Place and a parade of uniformed organisations through the high street.
- 3.20 The Democratic and Civic Officer has already had initial discussions with the main event partners the Royal British Legion, St Andrews and 9 Regiment RLC regarding the two dates and the Democratic and Civic Officer will continue to liaise with these groups in the lead up to the event.
- 3.21 It is planned that in addition to the plans already laid out in 3.19, a suitable commemoration will be undertaken to mark the 100<sup>th</sup> Anniversary of the Towns war memorial will also take place during the public act of remembrance.
- 3.22 Invitations to Town Councillors and appropriate dignitaries will be circulated at the end of September.

**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 10

Meeting	Civic Matters Sub-Committee
Date	14 September 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 June 2021 to September 2021

- 3.1 In **APPENDIX A** 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 09 June 2021 to 13 September 2021.

#### ii) Mayor's Travel Expenses

- 3.2 During Municipal year 2021/22 so far, the Mayor has spent a total of £0.00 of the £400.00 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 2021/2022 - Mayor Cllr John Scragg**

	Engagements
<b>June</b>	
10	Funeral of Cllr Richard Bambury
14	CEAG
26	Armed Forces Day
<b>July</b>	
3	Official opening Cepen Park South Scarecrow trail
5	NHS, Social Carers and Frontline Workers Thank You Day
21	Citizenship Ceremony
22	Community Donations (First meeting of municipal year)
26	Rotary Club Presidents Dinner
<b>August</b>	
7	Wiltshire and Swindon Pride Day
7	Civil War Reenactment taster weekend
18	Citizenship Ceremony
22	Salisbury Civic Service
<b>September</b>	
3	Merchant Navy Day
4	RBL Chippenham War Memorial 100 <sup>th</sup> Commemoration
6	Chippenham Hospital Radio 'Mayoral Month' broadcast
6	CEAG

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

<b>June</b>	
26	Armed Forces Day
<b>July</b>	
5	NHS, Social Carers and Frontline Workers Thank You Day
<b>August</b>	
7	Wiltshire and Swindon Pride
22	Lions Cherished Vehicle & Family Fun Day
<b>September</b>	
3	Merchant Navy Day





## Agenda Item 11

Meeting	Civic Matters Sub-Committee
Date	14 September 2021
Report Title	Platinum Jubilee Plans
Author	Michael Weeks, Democratic and Civic Officer

### 1.0 PURPOSE OF REPORT

1.1 To update Councillors on the initial work undertaken by officers following national guidance regarding the Queens Platinum Jubilee Bank Holiday weekend in June 2022.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 In June 2022 Councillors will be aware that there is an extended Bank Holiday Weekend between Thursday 2 June to Sunday 5 June to celebrate the Queens Platinum Jubilee.

2.2 As with any Royal occasion guidance on how to mark the event is circulated via such organisations as the National Association of Civic Officers.

2.3 Officers have reviewed the guidance and have come up with a plan of events on how the Town can celebrate this special occasion for Her Majesty the Queen.

2.4 Councillors should note that due to the time sensitivity of the occasion some elements required for the weekend needed to be booked as a matter of urgency.

### 3.0 PLANS FOR JUBILEE WEEKEND

3.1 The table in 3.2 details the plans for the Platinum Jubilee Weekend in June 2022.

3.2

Thursday 2 June	Jubilee Themed Street Market in the High Street.  Platinum Jubilee 'Trooping the Colour' live in the Neeld with café style tables and refreshments
Friday 3 June	Afternoon Tea with the Mayor held in the Town Hall / Neeld for those who remember the coronation of the Queen in 1952, reaching out to local residents and local care homes for appropriate guests.
Saturday 4 June	Roaming street theatre & Civil War Re-enactors to promote July re-enactment event and Museum exhibition 'Queen & Country' official opening.
Sunday 5 June	Jubilee Picnic in the Park (JCP) with music in the bandstand - this would complement the community 'Big Lunch' / Street Parties theme for the Jubilee celebrations

3.3 Traditionally in the past local primary school children have been gifted a memento to mark a jubilee year. The Head of Community Development is liaising with Chippenham Borough Lands to see if they can sponsor this project.

#### **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 the Platinum Jubilee will be included within the budget planning for financial year 2022/23.

6.2 The current planned budget is £15,000.

#### **7.0 RECOMMENDATIONS**

7.1 That councillors note the report.