



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Minutes of a meeting of the Civic Matters Sub-Committee held at the Town Hall on Tuesday 14 September 2021 at 2pm.

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

OFFICERS PRESENT: Michael Weeks (Democratic and Civic Officer)
Heather Rae (Head of Democratic Services)
Jess Mantell (Democratic Services Officer)
Kingsley Walker (Technician)

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.

11. APOLOGIES FOR ABSENCE

No Apologies for absence were received.

12. NOTIFICATION OF SUBSTITUTION

No notification of substitution were received.

13. DECLARATION OF INTEREST

No declarations of interest were made.

14. MINUTES

The minutes of the meeting held on Tuesday 8 June 2021 were proposed by Councillor Liz Alstrom, and seconded by Councillor Jenny Budgetell.

RESOLVED that:

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

15. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

16. CIVIC AWARDS 2022

The Democratic and Civic Officer presented the report regarding the Civic Awards 2022.

With all in favour

RESOLVED that:

- i) Councillors note that nominations for Civic Awards 2022 will be requested from residents between 1 January and 28 February 2022.
- ii) Councillors approved the additional Civic Award 2022 Criteria.
 - a) 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.
 - b) 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.

17. MAYORAL CHRISTMAS CARD

The Democratic and Civic Officer presented the report regarding the Mayoral Christmas Card 2021. Councillor Jenny Budgell noted that while not against the wording she did have concerns about the choice of the use of 'Happy Christmas'.

RESOLVED that:

- 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.

18. DRAFT CIVIC AND CEREMONIAL BUDGET 2022/23

The Head of Democratic Services presented the report regarding the draft Civic and Ceremonial Budget 2022/23. Councillor Jenny Budgell highlighted the inclusion of the Modern.gov software costs, previously agreed by Council and the inclusion of an amount to purchase a Town Crier uniform within the Civic Regalia budget. It was noted that these inclusions increased the proposed budget for 2022/23, but savings had been identified compared to the budget in 2021/22.

RESOLVED that:

- i) Councillors approved the recommendations in the Civic and Ceremonial budget of £31,920.00 for 2022/23.
- ii) The Civic and Ceremonial budget of £31,920.00 be recommended to the Strategy and Resources Committee for consideration as part of the wider budget setting process 2022/23.

19. CIVIC EVENTS UPDATE

The Democratic and Civic Officer presented the report regarding the Civic Events Update. Councillors thanked officers for all their work organising the recent Civic Events and highlighted the lack of Councillor attendance recently.

RESOLVED that:

- i) Councillors noted the report.

20. MAYOR'S 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.

21. PLATINUM JUBILEE PLANS

The Democratic and Civic Officer presented the report regarding the Platinum Jubilee Plans.

RESOLVED that:

- i) Councillors noted the report.

22. ITEMS FOR COMMUNICATION

There were no items for communication.

23. DATE OF NEXT MEETING

The next meeting of the Civic Matters Sub-Committee will be held on Tuesday 18 January 2021.

The meeting closed at 2.36pm

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: