



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

4 May 2022

To Councillors:

Desna Allen	Liz Alstrom (Vice-Chair)
Declan Baseley	James Bradbury
Jenny Budgell	Clare Cape
Pete Cousins	William Douglas
Robert Giles	Gemma Grimes
Angie Litvak-Watson	Kathryn Macdermid
Conor Melvin	Nick Murry
Andy Phillips	Nina Phillips
David Poole	Nic Puntis
Chris Ruck	John Scragg (Chair)
Matthew Short	George Simmonds
Myla Watts	Hayley Wilson

Meeting of Full Council - Wednesday 11 May 2022

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 11 May 2022 commencing at 7.00 pm 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 7pm. 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 will be given to the press and those that 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 streaming this meeting to YouTube, the video recording will be available in the public domain for six months.

7pm - 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.

Any individual representation is limited to no more than 3 minutes. The Chair 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

Full Council - Wednesday 11 May 2022

	Wards affected	Page no.
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1. **MAYOR'S ANNOUNCEMENTS**

i. To receive any announcements from Councillor John Scragg, the outgoing Town Mayor.

ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 23 March 2022 (copy attached).

To consider the following item:

2. **ELECTION OF THE CHAIR OF COUNCIL WHO SHALL BE KNOWN AS THE TOWN MAYOR 2022/23** All Wards

In accordance with Standing Order 12.1e to elect a Chair of the Council who shall be known as Town Mayor 2022/23:

i) Nominee: Cllr Liz Alstrom, nominated by virtue of her role as Deputy Town Mayor 2021/2022.

To note the following items:

3. **DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

The newly elected Town Mayor will read the Declaration of Acceptance of Office. The Mayor

will sign the Declaration of Acceptance of Office, witnessed by the Chief Executive.

Elected Mayor to take the Chair, and will put on the Mayoral Chain.

4. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

5. **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. Councillors are reminded to declare any dispensation granted in relation to any relevant matter.

To consider the following items:

6. **ELECTION OF VICE CHAIR OF COUNCIL WHO SHALL BE KNOWN AS DEPUTY TOWN MAYOR 2022/23** All Wards

In accordance with Standing Order 12.1e to elect a Vice Chair of the Council who shall be known as the Deputy Town Mayor 2022/23, based on the following received nominations, submitted at least seven clear days before the meeting:

- i) Nominee: Cllr Kathryn Macdermid, proposed by Councillor Desna Allen, seconded by Councillor Jenny Budgell.
- ii) Nominee: Cllr Declan Baseley, proposed by Councillor Pete Cousins, seconded by Councillor Nick Murry.

7. **MINUTES**

11 - 22

To receive the draft minutes of the Council meeting held on Wednesday 23 March 2022. Minutes require a proposer and seconder for approval (copy attached).

To note the following item:

8. **COMMITTEE MINUTES**

The Chair invites all Councillors to raise any queries or questions on the work being undertaken by Committees, purely for

information only. To receive the following:

- a. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 30 March and 21 April 2022 (previously circulated).
- b. **Strategy and Resources Committee**
The draft minutes of the meeting held on 06 April 2022 (previously circulated).

To consider the following items:

9. **ELECTION OF LEADER OF THE COUNCIL** All Wards

To elect a Leader of the Council who shall be Chair of the Strategy and Resources Committee.

Any nomination for Leader of the Council will be proposed, seconded and voted upon in accordance with Standing Order 12.1m viii.
10. **ELECTION OF DEPUTY LEADER OF THE COUNCIL** All Wards

To elect a Deputy Leader of the Council who shall be Vice Chair of the Strategy and Resources Committee.

Any nomination for Deputy Leader of the Council will be proposed, seconded and voted upon in accordance with Standing Order 12.1m ix.
11. **COMMITTEE APPOINTMENT** All Wards

To appoint the following Standing Committees of the Town Council in accordance with Standing Order 12.1 m x:
 - a) **Amenities, Culture and Leisure Committee (12 Cllrs)**
Political balance to be achieved (SO 3.1).
 - b) **Planning, Environment and Transport Committee (12 Cllrs)**
Political balance to be achieved (SO 3.1).
 - c) **Human Resources Committee (9 Cllrs)**
Political balance not required (SO 3.1).
 - d) **Strategy and Resources Committee (12 Cllrs)**

i) To note the Leader of the Council is automatically Chair of the Strategy and Resources Committee (SO 12.1m viii).

ii) To note the Deputy Leader of the Council is automatically Vice Chair of the Strategy and Recourses Committee (SO 12.1m ix).

iii) To note the Chair of Council (Town Mayor) is automatically appointed to the Strategy and Resources Committee (SO Appendix A 3.1c).

iv) To appoint 9 Cllrs to fill the remaining seats. Political balance to be achieved (SO 3.1).

e) Finance Sub Committee (9 Cllrs)

Political balance to be achieved (SO 3.1).

f) Community Donations Sub Committee (7 Cllrs)

Political balance to be achieved (SO 3.1). This Sub Committee will be dissolved to become 'Council Donations Sub Committee' subject to approval of the Terms of Reference at a future Strategy and Resources Committee meeting.

g) Civic Matters Sub Committee (5 Cllrs)

To include the Mayor and Deputy Mayor, 3 further members are sought. Political balance to be achieved (SO 3.1).

h) Dispensations Sub Committee (5 Cllrs)

Political balance to be achieved (SO 3.1).

12. **WORKING PARTY, STEERING AND ADVISORY GROUP APPOINTMENT** All Wards

To reconstitute the following Working Parties set up by the Strategy and Resources Committee (SO 6.3).

a) Neeld Development Working Party

Political balance not required.

b) Stanley Park Sports Ground Working Party

Political balance not required.

To fill any arising vacancies and ratify existing Chair and membership of Steering Groups and Advisory Groups (SO 7.2):

a) Neighbourhood Plan Steering Group

Declan Baseley, Clare Cape, Robert Giles Nick Murry (Chair), John Scragg (Vice Chair) and Matthew Short.

b) Climate and Ecological Emergency Advisory Group

Liz Alstrom, Declan Baseley, James Bradbury, Clare Cape, Nick Murry and John Scragg. Elected Mayor will be Chair.

13. **REPRESENTATION ON OUTSIDE BODIES** All Wards 23 - 24

To appoint Councillors to the relevant positions on Outside Bodies (copy of requirements attached).

14. **GENERAL POWER OF COMPETENCE**

Chippenham Town Council resolves from 11 May 2022, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed conditions) Order 2012, to adopt the General Power of Competence.

15. **ADOPT ANNUAL REPORT 2021/22** All Wards 25 - 36

To receive and consider a report from the Head of Communications and Customer Services regarding the adoption of the Annual Report 2021/22 (copy attached).

To note the following items:

16. **URGENT ACTION FORM** 37 - 38

To receive the following Urgent Action Form containing a Council decision that was made under delegated authority by the Chief Executive in accordance with Standing Order 11.4 (copy attached):

i) Insurance Contract Renewal

17. **ITEMS FOR COMMUNICATION**

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

18. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 22 June 2022.