



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

10 May 2023

To Councillors:

Desna Allen	Liz Alstrom (Chair)
Declan Baseley (Vice-Chair)	James Bradbury
Jenny Budgetell	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
Matthew Short	George Simmonds
Myla Watts	Hayley Wilson

Meeting of the Full Council - Wednesday 17 May 2023

Dear Councillor,

You are summoned to attend a meeting of the Full Council to be held in the Town Hall on Wednesday 17 May 2023 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 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 this public meeting will be streamed to YouTube and will be available there in the public domain for a period of 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 17 May 2023

	Wards affected	Page no.
1. <u>MAYOR'S ANNOUNCEMENTS</u>		9 - 10
i. To receive any announcements from Councillor Liz Alstrom, 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 22 March 2023 (copy attached).		
<u>To consider the following item:</u>		
2. <u>ELECTION OF THE CHAIR OF THE COUNCIL WHO SHALL BE KNOWN AS THE TOWN MAYOR 2023/24</u>	All Wards	
In accordance with Standing Order 12.1e, to elect a Chair of the Council who shall be known as Town Mayor 2023/24:		
i) Nominee: Councillor Declan Baseley, nominated by virtue of their role as Deputy Town Mayor 2022/23.		
<u>To note the following item:</u>		
3. <u>DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR</u>		
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.		

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

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 THE VICE CHAIR OF THE COUNCIL WHO SHALL BE KNOWN AS DEPUTY TOWN MAYOR 2023/24** 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, 2023/24, based upon the following nominations, submitted at least seven clear days before the meeting:

- i) Nominee: Councillor Nic Puntis,
nominated by Councillor Declan Baseley,
seconded by Councillor Robert Giles.
- ii) Nominee: Councillor Conor Melvin,
nominated by Councillor Desna Allen,
seconded by Councillor Jenny Budgell.

7. **MINUTES**

11 - 16

To receive the draft minutes of the Council meeting held on Wednesday 22 March 2023. Minutes require a proposer and seconder for approval (copy attached).

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 09 March, 30 March and 20 April 2023 (previously circulated).

b. **Strategy and Resources Committee**

The draft minutes of the meeting held on 05 April 2023 (previously circulated).

9. **COMMUNITY SAFETY FORUM NOTES**

To receive the notes from the Community Safety Forum meeting held on Tuesday 14 March 2023 for information only (previously circulated).

10. **YOUTH COUNCIL MINUTES**

17 - 20

To receive the minutes from the Youth Council meetings held on 21 March and 18 April 2023 for information only (copies attached).

To consider the following items:

11. **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.

12. **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.

13. **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 Resources 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) Council Donations Sub Committee (7 Cllrs)

Political balance to be achieved (SO 3.1)

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).

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

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

a) Neeld Development Working Party (9 Cllrs)

Political balance not required.

b) Stanley Park Sports Ground Working Party (9 Cllrs)

Political balance not required.

c) Public Convenience Working Party (9 Cllrs)

Political balance not required.

- ii) 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.

- iii) To reconstitute the Community Safety Forum and to nominate a Chair:

a) Community Safety Forum (3 Cllrs)

Including to nominate the Chair.

15. **REPRESENTATION ON OUTSIDE BODIES**

All Wards

21 - 22

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

16. **GENERAL POWER OF COMPETENCE**

Chippenham Town Council resolves from 17 May 2023, 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.

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 on
Wednesday 21 June 2023 at 7pm.