



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

FULL COUNCIL

Minutes of a meeting of Full Council held in the Town Hall on Wednesday 11 May 2022 at 7.00 pm.

COUNCILLORS:	Desna Allen	Liz Alstrom (Chair - part)	Declan Baseley (Vice Chair - part)
	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	John Scragg (Chair - part)
	Matthew Short	George Simmonds	

OFFICERS:

Mark Smith, Chief Executive
Matt Kirby, Director of Community Services
Lynsey Nichols, Head of Communications & Customer Services
Heather Rae, Head of Democratic Services
Alex Cooper, Democratic Services Officer
Michael Weeks, Democratic and Civic Officer
Ciaran Howell, Technician

PUBLIC

PRESENT: There were two members of the public present

PUBLIC QUESTIONS: There were no written or verbal questions from members of the public.

Outgoing Mayor, Councillor John Scragg in the chair

1. MAYOR'S ANNOUNCEMENTS

- i. The Mayor highlighted that Wiltshire Council are holding a public webinar to update and provide information regarding Ukrainian refugees coming to settle in Wiltshire. The webinar will be held at 6:30pm on Monday 16 May, a link to the event can be found on the Wiltshire Council Website.

The Mayor thanked Harrison Wylie, the Mayoral Cadet for 2021/2022 for his work in the role, presented tokens of thanks and wished him the best for the future.

- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 23 March 2022 were omitted from the business transacted at the meeting and will be noted at the next Full Council meeting.

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

Councillor Liz Alstrom, by virtue of her role as Deputy Mayor 2022/23 was the sole nominee for the position of Chair of the Council, known as the Town Mayor, for 2022/2023. With all Councillors in favour, it was;

RESOLVED that:

Councillor Liz Alstrom be elected to the role of Chair and Mayor of the Town for the municipal year 2022/2023.

3. **Mayor of Chippenham, Councillor Liz Alstrom in the chair
DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

Councillor Liz Alstrom, as the newly elected Mayor, read and signed the declaration of acceptance of office. This was witnessed by the Chief Executive, Councillor John Scragg and Councillor Desna Allen. Councillor John Scragg handed the Mayoral chain of office to Councillor Liz Alstrom.

4. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Hayley Wilson due to a family bereavement, Councillor Chris Ruck due to work commitments and from Councillor Myla Watts due to a prior engagement.

5. **DECLARATION OF INTEREST**

There were no declarations of interest.

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

Councillor Kathryn Macdermid was nominated by Councillor Desna Allen. This nomination was seconded by Councillor Jenny Budgell. Councillor Declan Basely was nominated by Councillor Peter Cousins. This nomination was seconded by Councillor Nick Murry. A vote was taken and with the majority in favour of Councillor Declan Baseley for Deputy Mayor, it was;

RESOLVED that:

Councillor Declan Basely be elected to the position of Vice Chair of the Council, also known as Deputy Town Mayor for the municipal year 2022/2023.

7. **MINUTES**

The draft minutes of the meeting held on Wednesday 23 March 2022 were proposed as a correct record by Councillor Desna Allen, seconded by Councillor John Scragg and with all in favour, it was;

RESOLVED that:

The minutes from the meeting held on Wednesday 23 March 2022 were approved as a correct record and were signed by the Chair.

8. **COMMITTEE MINUTES**

a. **Planning, Environment & Transport Committee**

The draft minutes of the meetings held on 31 March and 21 April presented by Councillor Gemma Grimes with all matters resolved.

b. **Strategy and Resources Committee**

The draft minutes of the meeting held on 06 April 2022 were presented by Councillor Desna Allen with all matters resolved.

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

The Chair sought nominations for the position of Leader of the Council for the municipal year 2022/2023. Councillor Desna Allen was nominated by Councillor Jenny Budgell, this nomination was seconded by Councillor Clare Cape. Councillor Pete Cousins was nominated by Councillor James Bradbury, this nomination was seconded by Councillor David Poole.

There were no further nominations, a vote was taken with equal votes for Councillor Desna Allen and Councillor Pete Cousins. Due to the equality of votes, the Chair exercised a casting vote in favour of Councillor Desna Allen, it was;

RESOLVED that:

Councillor Desna Allen be elected Leader of the Council and subsequently Chair of the Strategy & Resources Committee for the municipal year 2022/2023.

10. **ELECTION OF DEPUTY LEADER OF THE COUNCIL**

Councillor Peter Cousins was nominated by Councillor Desna Allen and the nomination was seconded by Councillor Jenny Budgell. Councillor Matthew Short was nominated by Councillor Nick Murry and the nomination was seconded by Councillor Angie Litvak-Watson. With the majority in favour of Councillor Pete Cousins, it was;

RESOLVED that:

Councillor Pete Cousins be elected Deputy Leader of the Council and subsequently Vice Chair of the Strategy & Resources Committee for the municipal year 2022/2023.

11 COMMITTEE APPOINTMENT

The Chief Executive presented the nominations for Committee appointments that had been provided by Group Leaders in advance. Councillor names for the membership of Standing Committees and Sub Committees for the municipal year 2022/2023 were read out by the Chief Executive and voted en bloc. With all Councillors in favour, it was;

RESOLVED that:

The Councillors named below be appointed to the relevant Committee or Sub Committee for the municipal year 2022/2023:

a) Amenities, Culture and Leisure Committee

Desna Allen	Declan Baseley	James Bradbury	Jenny Budgell
Clare Cape	Pete Cousins	Robert Giles	Angie Litvak-Watson
Kathryn Macdermid	Nick Murry	Myla Watts	Hayley Wilson

Sub: Cllr George Simmonds (Lib Dem)

b) Planning, Environment and Transport Committee (letter denotes Ward)

Declan Baseley P	Clare Cape P	Bill Douglas H&C	Robert Giles H
Gemma Grimes M	Conor Melvin CP&H	Andy Phillips S	Nina Phillips S
David Poole L&R	Nic Puntis CP&D	Matthew Short H&C	Hayley Wilson P

Subs: Need to be a Ward Representative

c) Human Resources Committee

Desna Allen	Jenny Budgell	Pete Cousins	Robert Giles
Conor Melvin	Nick Murry	David Poole	Chris Ruck
George Simmonds			

Sub: Bill Douglas (Lib Dem)

d) Strategy and Resources Committee

i) It was noted that the Leader of the Council, Councillor Desna Allen, is automatically Chair of the Strategy and Resources Committee (SO 12.1m viii).

ii) It was noted that the Deputy Leader of the Council, Councillor Pete Cousins, is automatically Vice Chair of the Strategy and Resources Committee (SO 12.1m ix).

iii) It was noted that the Chair of Council (Town Mayor), Councillor Liz Alstrom, is automatically appointed to the Strategy and Resources Committee (SO Appendix A 3.1c).

iv) The remaining 9 seats were filled by nominations and the full membership of the Strategy and Resources Committee be:

Desna Allen (Chair)	Liz Alstrom	James Bradbury	Jenny Budgell
Pete Cousins (Vice)	Robert Giles	Gemma Grimes	Angie Litvak-Watson
David Poole	Chris Ruck	John Scragg	George Simmonds

e) Finance Sub Committee

Desna Allen	Jenny Budgell	Pete Cousins	Gemma Grimes
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Conor Melvin	David Poole	Chris Ruck	John Scragg
Matthew Short			

f) Community Donations Sub Committee

Declan Baseley	James Bradbury	Jenny Budgell	Bill Douglas
Conor Melvin	Nick Murry	Matthew Short	

It was noted that 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

Liz Alstrom (Chair)	Declan Baseley (Vice)	Robert Giles
Kathryn Macdermid	Andy Phillips	

It was noted that the Mayor is Chair and Deputy Mayor is Vice Chair.

h) Dispensations Sub Committee

Desna Allen	Clare Cape	Pete Cousins
Robert Giles	Nick Murry	

12. WORKING PARTY, STEERING AND ADVISORY GROUP APPOINTMENT

The Chief Executive presented the nominations for Working Party, Steering and Advisory Group appointments that had been provided by Group Leaders in advance. Councillors voted for all nominations en bloc, with all Councillors in favour, it was;

RESOLVED that:

The Councillors named below be appointed to the relevant Working Party, Steering and Advisory Group for the municipal year 2022/2023:

Need Development Working Party

Desna Allen	Liz Alstrom	Jenny Budgell	Pete Cousins
Bill Douglas	Angie Litvak-Watson	David Poole	Chris Ruck
Matthew Short			

Stanley Park Sports Ground Working Party

Desna Allen	Clare Cape	Pete Cousins	Bill Douglas
Nick Murry	David Poole	Chris Ruck	Matthew Short
Hayley Wilson			

Chippenham Neighbourhood Plan Steering Group

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

Climate Emergency Advisory Group, Elected Mayor to be Chair

Liz Alstrom (Chair)	Declan Baseley	James Bradbury
Clare Cape	Nick Murry	John Scragg

13. REPRESENTATION ON OUTSIDE BODIES

The Chief Executive presented the nominations for representation on Outside Bodies that had been provided by Group Leaders in advance and the Mayor sought further nominations where required. Councillors voted for all nominations en bloc, with all Councillors in favour, it was;

RESOLVED that:

The Councillors named below be appointed to the relevant Outside Body for the municipal year 2022/2023:

<u>Outside Body</u>	<u>Councillor(s) Appointed</u>
<i>Wiltshire Council</i>	
Chippenham & Surrounding Villages Area Board	Angie Litvak-Watson and Conor Melvin
Local Highway and Footway Improvements Group (LHFIG, formerly CATG)	David Poole
Health and Wellbeing Board	Clare Cape and Robert Giles
Chippenham Local Youth Network	Kathryn Macdermid and Conor Melvin
<i>Honorary</i>	
Rotary Club of Chippenham	Mayor, Cllr Liz Alstrom
Chippenham Sea Cadets	Mayor, Cllr Liz Alstrom
Chippenham Twinning Association	Mayor, Cllr Liz Alstrom and Clare Cape
<i>Other</i>	
Waste Not Want Not Recycling Project	Nick Murry
Wiltshire Association of Local Councils (WALC)	John Scragg
Friends of Chippenham Station	John Scragg, Angie Litvak-Watson and Robert Giles
Chippenham Community Safety Forum	Desna Allen (elected Chair), Liz Alstrom and Nick Murry

Councillor Desna Allen highlighted that the Community Safety Forum appointments should have been recorded on the agenda proper rather than under Outside Bodies as it is run by the Town Council, this would be taken into account for the next annual Council meeting.

14. GENERAL POWER OF COMPETENCE

RESOLVED that:

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**

The Head of Communications and Customer Services presented the Annual Report for 2021/2022 for adoption. Councillors requested that the Neighbourhood Plan Steering Group and Climate and Ecological Emergency Advisory Group feature more in future. With all in favour, it was;

RESOLVED that:

The Annual Report 2021/2022 be adopted.

16. **URGENT ACTION FORM**

RESOLVED that:

Councillors noted the urgent action form.

17. **ITEMS FOR COMMUNICATION**

It was noted that communications were scheduled regarding the election of Mayor and other positions, there were no further items for communication requested.

18. **DATE OF NEXT MEETING**

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

The Chair closed the meeting.

The meeting closed at 7.43 pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date