



Delegated Authority (Urgent Action) Form

In accordance with Standing Orders, under section 11, The Role of the Proper Officer:

11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.

Date	08 September 2022
Nature of Urgent Action	Urgent actions required following the death of Queen Elizabeth II.
Matter raised by	Chief Executive due to formal notification of the death of the Queen.
Date considered by the Chief Executive	08-09 September 2022 by Chief Executive and w/c 12 September 2022 by the Director of Community Services deputising for the Chief Executive.
Consulted with Leader or Deputy Leader or Chair or Vice Chair	Leader supported all matters when raised during the period 08 September to 16 September 2022.
Action Taken Decision/Outcome Include Financial and Legal Implications	<p>08-09 September 2022:</p> <ul style="list-style-type: none"> • All public-facing and/or celebratory events be cancelled until the day following the funeral, out of respect to Her Majesty Queen Elizabeth II, at this time of national mourning. • This includes Council meetings during this period of national mourning: <ul style="list-style-type: none"> - Amenities, Culture, Leisure Committee on 14 September 2022 - Planning, Environment and Transport Committee on 15 September 2022 • All Mayoral engagements be cancelled until the day following the funeral, visits to Care Homes will be made to bring the book of condolence for residents to sign. • The Council logo has been changed to black to signify the mourning period. <p>W/C 12 September 2022:</p> <ul style="list-style-type: none"> • Monday 19 September, the date of Her Majesty Queen Elizabeth II's state funeral will be a national bank holiday to mark the last day of the period of national mourning. Chippenham Town Council will



CHIPPENHAM TOWN COUNCIL

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	<p>observe the bank holiday and all of our buildings will close.</p> <ul style="list-style-type: none">• To cancel Full Council scheduled for 21 September 2022.• To cancel the PET meeting scheduled for 06 October 2022.
To be reported for information to this committee or sub-committee	Extraordinary Full Council on 28 September 2022
Signed by Chief Executive	 and Matt Kirby, Director of Community Services
Dated	16 September 2022