



# Tiverton Town Council

Town Hall, St Andrew Street, Tiverton, Devon EX16 6PG

Town Clerk: J.F. Vanderwolfe Chartered MCIPD

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## Minutes of the Civic & Ceremonial Committee Meeting held in the Council Chamber of the Town Hall on Monday 11<sup>th</sup> October 2021.

**Present:** Cllr's L Cruwys (Chairman), A Berry, W Burke, J Blagg, N Davey, S Griggs,, A Hendy, J Rendle, C Slade and E Slade.

**In attendance:** Mr J Vanderwolfe (Town Clerk) and Cllr T Lindus

<b>067</b>	<b>Apologies</b> Apologies had been received from Cllr C Harrower and Cllr D Knowles; which were accepted.
<b>068</b>	<b>Declaration of Interest</b> None declared at this stage of the meeting.
<b>069</b>	<b>Minutes</b> The minutes of the meeting held on the 28 <sup>th</sup> June 2021 were adopted as a true record.
<b>070</b>	<b>Matters Arising</b> There were no matters arising.
<b>071</b>	<b>Democratic Period</b> No items raised
<b>072</b>	<b>Protocol Document</b> The meeting reviewed the document and made the following changes Section 2: Change the word decided in paragraph 1 to " <b>nominated</b> ". Section 3: In paragraph 4 insert (if appointed) at the end of list of appointments Section 4: Delete: <b>ladies are requested to wear hats or head pieces.</b> Section 5: In paragraph 2, after £80 add " <b>or such amount that shall be decided from time to time.</b> " Section 7: Replace " <b>Mayor's Banquet</b> " with " <b>Mayor's Dinner</b> ".
<b>073</b>	<b>Remembrance Day 14<sup>th</sup> November 2021</b> The town clerk informed members that St Peter's Church would not be available for the service this year due to works being carried out inside the church. The venue would be the Methodist United Church in St Peter Street. Following meetings with the Methodist Minister and the Tiverton Royal British Legion it had been agreed that the wreath laying would take place first so that it coincided with the 11am two minute silence. There would then be a parade to the Methodist church. Where possible the public would be encouraged to sit upstairs, with the Civic party and colours be placed

	downstairs. It was noted that the seating capacity in this church was far lower than the normal venue. It was hoped that the ceremony could be streamlined or videoed so that those unable to attend could have the opportunity to watch it.
<b>074</b>	<b>Christmas Light Switch On</b> A road closure for this event had been applied for and was awaiting permission from the Secretary of State. The reason for this being that there had already been two road closures this year. A meeting had been arranged next week with the High School to discuss the arrangements for the lantern parade. We have approached MDDC to request the closure of the Westexe car park for a period in the afternoon so that students can safely assemble there. It was hoped that the Pannier Market would have some sort of function after the switch on. We are also looking at other possible events to coincide with the switch on. Cllr C Slade stated that radio Exe would be interested in attending the event.
<b>075</b>	<b>Christmas Free Car Parking</b> MDDC had contacted the office to know which Saturdays were required for the free parking over Christmas. Agreed that the dates would be November 27 <sup>th</sup> and the 4 <sup>th</sup> , 11 <sup>th</sup> and 18 <sup>th</sup> December. The Town Centre Partnership had requested that free car parking be extended to also cover the Sundays, and this would be looked into.
<b>076</b>	<b>Next Meeting</b> Monday 13 <sup>th</sup> December 2021 at 6.15pm

Signed -----

Date -----