

**SHREWSBURY TOWN COUNCIL****CIVICS WORKING GROUP****8<sup>TH</sup> JULY 2021****PRESENT** – Councillors Julian Dean, Chris Lemon & David Vasmer**IN ATTENDANCE** – Helen Ball (Town Clerk) & Amanda Spencer (Deputy Town Clerk)**APOLOGIES** – Councillor Phil Gillam & Carol Pullen (Mayor's Secretary)**01/21 DECLARATIONS OF PECUNIARY INTERESTS**

None declared

**02/21 TERMS OF REFERENCE OF THE WORKING GROUP**

Members noted the Terms of Reference of the Committee and considered the potential work programme for the civic year. As in previous Civics Committees, the Mayor and Deputy Mayor will be Chairman and Deputy Chairman of this working group.

**03/21 GENERAL DISCUSSION ON MAYORALTY DURING AND POST COVID**

The Town Clerk reported on the work of the previous two Mayors, both of which's Mayoral Years had been affected by the COVID Pandemic. All Mayoral activities had been suspended during the various lockdowns and visits outside lockdown had been very restricted to ensure social distancing. Both Mayors had undertaken visits to local businesses who had opened back up. They had also both issued a number of positive messages during the pandemic to acknowledge and support the work of the community at large in helping residents through the period. It was envisaged that there wouldn't be a return to business as usual and the Mayor would continue to play a huge role in enthusing the community at large as lockdown measures are lifted.

**04/21 CURRENT MAYORAL ACTIVITIES**

The Mayor reported on his recent activities since being elected; visits had been to promote businesses re-opening or new initiative being launched. He had coped reasonably well without the use of the Mayor's Officer and the Mayoral Car. He had praised the work of the Mayor's Secretary helping to ease him into his role.

**05/21 MAYOR'S VEHICLE REPLACEMENT**

It was reported that the Project Manager had been test driving every affordable electric car on the market and finding a vehicle replacement that had sufficient space in the rear had been difficult. An Invitation to Tender had now been published with a submission date towards the end of July. Invitations had been sought for both purchase and lease and it was envisaged that the Working Group would be re-convened to discuss progressing with the tender once submissions had been received.

**06/21 RECRUITMENT OF MAYOR'S OFFICER**

It was reported that a new Job Description had been prepared to seek a more holistic role than a previous ceremonial role, with the potential option of combining the secretarial side of supporting the Mayor alongside the traditional Mayor's Officer Role. It was hoped that recruitment for this post would commence later in the summer with a view to appointment once things had picked up.

**07/21 CHAINS OF OFFICE**

It was reported that enquiries had been made with regards to management and security arrangements for the Mayoral Chains; these arrangements were provided to give both the Mayor and Deputy Mayor greater assurance.

**08/21 FUTURE CIVIC EVENTS**

The Town Clerk reported that traditional Civic Services and Events were being planned for the Autumn & Winter seasons. These events would still have to be signed off by both the Safety Advisory Group and Public Health Shropshire; officers had been given all proposed dates.

- a. **Battle of Britain Service** – 12<sup>th</sup> September – two plans are being drawn up alongside military personnel at RAF Shawbury – one on the basis that there will be a church service followed by wreath laying in the Quarry, the other that all commemorations will take place in the Quarry. Enquiries have been made with the Archdeacon regarding arrangements for Church Services both in terms of post lockdown but also because Revd Peters was due to stand down as the incumbent at the end of August.
- b. **Mayor's Civic Service** – This will be dependent on arrangements for church services being confirmed with the Archdeacon.
- c. **Visit by HMS Talent** – Arrangements are in place for a contingent of mariners to visit the town on the 22/23 September and it is hoped that the Mayor will be able to host an event.
- d. **Remembrance Service** – 14<sup>th</sup> November – organisation mirrors the Battle of Britain Event but on a larger scale.
- e. **Christmas Lights Switch-on & Carols in the Square** – 24<sup>th</sup> November & 15<sup>th</sup> December – these events are run in partnership with the Shrewsbury Business Improvement District and Shrewsbury Shopping Centres for the former and BBC Radio Shropshire for the latter.

**09/21 ITEMS FOR FUTURE CONSIDERATION**

Unlike previous Civics Committees that have met on an adhoc basis it is the intention for this working group will meet quarterly and subsequently have more involvement in planning of mayoral activity. The following would be considered by the Working Group in due course:

- f. Review Mayor's Handbook
- g. Mayor's Awards
- h. Freedom Parades
- i. Freeman Roll & Installation of Freeman