

AXBRIDGE TOWN COUNCIL



Clerk: Mrs V L Brice

Email: Vicky.Brice@axbridge-tc.gov.uk

1st November 2017

PO Box 1184
Axbridge
Somerset
BS26 2WJ

Please note time of meeting

Tel : 07884 264033

A MEETING OF THE TOWN COUNCIL'S PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 6th NOVEMBER 2017 AT **6.45PM** IN THE TOWN HALL, AXBRIDGE

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

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TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
3. MINUTES OF THE COMMITTEE MEETING HELD ON 2nd OCTOBER 2017 (available)
4. PUBLIC PARTICIPATION
5. PERSONNEL POLICIES – to review the Lone Working Policy (revised version available)
6. ASSISTANT/DEPUTY CLERK – to progress - including job description and person specification
7. CIVIC SERVICE – key arrangements including seeking nominations for Civic Awards
8. MODERN TOWN ARCHIVIST – consider any update on role and items
9. REPLACEMENT OF MACES – update and any further action
10. REGALIA – to include Town Bailiff's Robes, Deputy Mayor's Chain (revised design) and Consort Badge
11. MAYOR'S CHAIN – to update engraving
12. HONOUR OF FREEDOM PLAQUES
13. AWARD OF MERITORIOUS SERVICE
14. DATE OF NEXT MEETING

Councillors: Browne, Ham, Kendall, Taylor and Wells