

**Axbridge Town Council**  
**Draft Minutes of the Personnel and Protocol Committee held on Monday 6<sup>th</sup> November 2017**

**Meeting commenced:** 6.50pm

**Meeting concluded:** 7.38pm

**Present:** Councillors Ham (Chairman), Kendall, Taylor and Wells together with Mrs Brice, Town Clerk and one member of the public (for part of the meeting).

**PS65/17 Apologies for Absence**

**RESOLVED:** that apologies from Councillor Browne (ill health) be received and approved.

**PS66/17 Declarations of Interest – none**

**PS67/17 Minutes of the Committee Meeting held on 2<sup>nd</sup> October 2017**

**RESOLVED:** that the minutes of the Personnel and Protocol Meeting held on 2<sup>nd</sup> October 2017 be approved as a correct record and signed by the Chairman.

**PS68/17 Public Participation**

Mr Yusen addressed the Committee in relation to the Town Bailiff's regalia.

**PS69/17 Personnel Policies**

Members considered a revised draft of this document to better reflect the responsibilities of the Council and Clerk.

**RECOMMENDED TO COUNCIL –** that the revised Lone Working Policy, as circulated, be approved and adopted.

**PS70/17 Assistant to the Clerk**

Member discussed a revised job description and person specification for the Assistant to the Clerk and how best to proceed. A wider review of staffing roles, or an external review of the work undertaken by staff and contractors, may be of benefit in the future. At present, it was intended that this new post be for a one year fixed contract, with a three month probationary period, after which the post holder would be expected to attend training courses etc. The post would be for 20 hours a month plus holiday pay (with an option to join the Local Government Pension Scheme in accordance with regulations) and the post holder would normally be expected to work from the Council office. The job description would be revised accordingly and be re-formatted to show the list of duties the post holder may be asked to assist with, which would include updating the notice board and community stall. The role would be subject to review. A few changes to the person specification were also agreed. The Clerk's job description would also need updating.

The Mayor and Clerk would update the documentation and prepare an application form and advert to send to members for further consideration and adoption at the next meeting. It was envisaged that the job would be advertised in January 2018.

**PS71/17 Civic Service**

The civic service would be held on Sunday 25<sup>th</sup> February 2018. Nominations would be sought for both a Civic Award and a Young Person's award, as previously discussed. Two separate nomination papers, on different coloured paper, would be used.

**PS72/17 Modern Town Archivist**

The vacancy for a Modern Town Archivist volunteer had been included in Oyez. The Mayor and Deputy Mayor were considering the material collected, its storage and the role itself. A list of the material collected/stored would be useful. This matter would be included on the agenda of the next meeting.

**PS73/17 Replacement of Maces –** this was being progressed.

**PS74/17 Regalia** –A revised design for the Deputy Mayor’s Chain would be submitted to a future meeting for consideration. The Town Bailiff robes had been altered.

**PS75/17 Mayor’s Chain** – this needed to be updated with the names of recent Mayors. Further consideration was being given to the consort badges.

**PS76/17 Honour of Freedom Plaques** – on-going

**PS77/17 Award of Meritorious Service** – on-going

**PS77/17 Date of Next Meeting**

**RESOLVED:** that the next meeting be held on Monday 4<sup>th</sup> December 2017.

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Chairman

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Date