

Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on Monday 4th December 2017

Meeting commenced: 6.45pm

Meeting concluded: 7.35pm

Present: Councillors Ham (Chairman), Browne, Taylor and Wells together with Mrs Brice, Town Clerk.

PS79/17 Apologies for Absence

RESOLVED: that apologies from Councillor Kendall (previous commitment) be received and approved.

PS80/17 Declarations of Interest – none

PS81/17 Minutes of the Committee Meeting held on 6th November 2017

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 6th November 2017 be approved as a correct record and signed by the Chairman.

PS82/17 Public Participation - there were no members of the public present.

PS83/17 Assistant to the Clerk

Member discussed how best to proceed and considered the revised job description, person specification, advert and application form for the Assistant to the Clerk. Several changes were agreed, including a shorter advert for inclusion in the paper. The documents would be finalised with a view to advertising the position in January 2018, with applications sought by 12 noon on Monday 19th February 2018. The Committee would then consider the applications at a meeting on Monday 26th February 2018. The interviewing process was discussed, as were safeguarding matters.

PS84/17 Civic Service

The Civic Service would be held on Sunday 25th February 2018. Nomination forms had been circulated with Oyez, and sent to local organisations, and should be returned to the post office, chemist, co-op or clerk by 31st December 2017. Invitations had been sent to civic guests and the Mayor was organising the entertainment and discussing arrangements with Reverend Hawkings.

PS85/17 Modern Town Archivist

This matter would be further considered at a later meeting.

PS86/17 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 8th January 2018.

Chairman

Date