

Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on Monday 4th June 2018

Meeting commenced: 7.15pm

Meeting concluded: 8.08pm

Present: Councillors Browne, Ham, Kendall, Myerson and Taylor, together with Mrs Brice, Town Clerk.

PS1/18 Election of Chairman 2018/19

Councillor Wells was proposed and seconded as Chairman in accordance with the remit.

RESOLVED: that Councillor Wells be elected Chairman of the Committee for 2018/19.

PS2/18 Election of Vice-Chairman 2018/19

Councillor Browne was proposed and seconded as Vice-Chairman in accordance with the remit.

RESOLVED: that Councillor Browne was elected Vice-Chairman of the Committee for 2018/19.

PS3/18 Apologies for Absence

RESOLVED: that apologies from Councillor Wells (family commitment) be received and approved.

PS4/18 Declarations of Interest – none

PS5/18 Minutes of the Committee Meeting held on 30th April 2018

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 30th April 2018 be approved as a correct record and signed by the Chairman.

PS6/18 Public Participation - there were no members of the public present.

PS7/18 Remit

Members reviewed the remit and considered it to still be current.

RESOLVED: that the remit remain unchanged, with the latest review date being added to the end of the remit, for future clarity.

PS8/18 Personnel Policies

Members considered the Dress Code, Employer Discretions Policy, Equal Opportunities Statement, Funding of Town Events and Lone Working policies. Members considered they remained current. The Council may consider a future review of the Equal Opportunities Policy. In relation to the Lone Working Policy, the Parochial Church Council would be contacted with a view to placing a chain on the inside of the office door. This would then necessitate a minor amendment to the Policy.

RESOLVED: that the above-mentioned policies remain unchanged, with the latest review date being added to the end of the policies, for future clarity.

PS9/18 Mayor Making

Mayor Making had run smoothly, with many positive comments being received. A few minor changes were being made to the procedure, particularly indicating that the Mayor proposes the appointment of the honorary officers. Minor details were discussed.

PS10/18 Axbridge Parochial Charities

A letter had been received from the Secretary outlining the appointment of the trustees, the funds administered and the types of projects supported. Councillor Taylor would make a few further enquiries.

PS11/18 External Awards

The Clerk advised that Somerset Playing Fields Association and Somerset County Council’s Chairman were seeking nominations for awards. The latter award would be included on the agenda of the next meeting.

PS12/18 Correspondence

The Clerk advised that she had received the 2018-2019 National Salary Award details.

PS13/18 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 2nd July 2018.

PS14/18 Exclusion of Press and Public

RESOLVED: that in view of the special nature of the business about to be transacted, which contains personal information, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

PS15/18 Assistant to the Town Clerk

Members considered the applications received and shortlisted applicants for interview. The interview arrangements were discussed.

RESOLVED: that the interviews be held on Monday 25th June 2018, with Councillor Browne, Wells and Ham (or a substitute member, should a member be unable to attend), that the Clerk be present for the interviews and that all applicants be contacted accordingly.

Chairman

Date