

Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on Monday 4th February 2019

Meeting commenced: 7.30pm

Meeting concluded: 8.00pm

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

PS89/18 Apologies for Absence – none

PS90/18 Declarations of Interest – none

PS91/18 Minutes of the Committee Meeting held on 7th January 2019

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 7th January 2019 be approved as a correct record and signed by the Chairman.

PS92/18 Public Participation - no members of the public were present.

PS93/18 Civic Service

The Mayor updated on the arrangements in place for the Civic Service on Sunday 3rd March 2019, including the entertainment, refreshments, citations, reading and prayers. Local organisations had been advised of the names of the award winners and had been invited to attend. The collection would be used to support the dementia friendly initiative. A specific risk assessment was required for the event and a press release would need to be issued. Members discussed how best to process into the Church.

RESOLVED: that, on this occasion, the High Sheriff, Mayor, Deputy Mayor, Clerk, Councillors (and all partners/guests) process into the Church led by the Town Crier and Sergeant at Mace.

PS94/18 Councillor Position on the Council

Councillor Gould, who had previously indicated that he wished to resign, but had not done so in the required manner, had not attended any council business, nor offered his apologies, since 16th July 2018. It was noted that a member ceases automatically to be a councillor if he/she is absent from any meeting of council or committee etc., for a period of six months unless the council approves of the reason for absence before the expiry of the six months.

RESOLVED: that Sedgemoor District Council be advised that Councillor Gould ceased to be a councillor with effective from 16th January 2019 and a vacancy now existed on the Council (letter to be copied to Mr Gould).

PS95/18 Axbridge Parochial Charities

The Clerk to the Parochial Charities was endeavouring to locate the documentation requested.

PS96/18 Mayor's Handbook

The Mayor's handbook, as revised by the Mayor and Clerk, would be circulated to the Committee, with the appendices included, seeking any final comments. A minor change would be made to indicate that main expenses (such as the catering at Mayor Making) should be invoiced directly to the Council.

PS97/18 Recruitment of New Councillors

The recruitment of new councillors would be promoted at the Farmers Market in March (the February market having been cancelled due to bad weather). The promotional information would also be placed on the notice board.

PS98/18 Community Well-being/Dementia Friendly

The Mayor updated on the Dementia Friendly initiative which was progressing well, with a flyer going out with Oyez, a public meeting to be held on 25th February 2019 (speakers to include the Mayor, a trainer from Winscombe Hall and the Village Agent) and a memory tree placed in St John the Baptist Church. The initiative would be further publicised at the March Farmer's Market. Sedgemoor District Council had been updated on these events and local businesses were being encouraged to get involved.

Mrs Stanley was waiting to hear whether the funding application for the wellbeing day and café had been successful, before setting the date of the next meeting. The Mayor had organised, with the support of the Council, an event in the Town Hall on 4th May 2019 to make local residents aware of all the groups in Axbridge. It would also give local groups the opportunity to promote their activities and encourage new members and volunteers. Cheddar Guides/Senior Section would serve tea/coffee, to fundraise for the carnival. The Clerk would ensure that the Axbridge Community Partnership were invited.

PS99/18 Mayor's Banquet

The Mayor's Banquet would be held on Saturday 6th April 2019 with a Mexican theme. Ticket price to be £26.00.

PS100/18 Date of Next Meeting - the next meeting would be held on Monday 4th March 2019

Chairman

Date