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14 August 2024

A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 19 AUGUST 2024 AT 7.00PM IN AXBRIDGE TOWN HALL.

MEMBERS OF THE COMMITTEE ARE HEREBY SUMMONED TO ATTEND.

Members of the public are welcome to attend.

V L Brice

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Mrs V L Brice
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
3. DRAFT MINUTES OF THE PERSONNEL AND PROTOL COMMITTEE MEETING HELD ON 22 JULY 2024 (attached)
4. PUBLIC PARTICIPATION
5. MAYOR'S CHAIN AND ROBES – update
6. CARNIVAL LUNCH & CELEBRATING 50 YEARS OF AXBRIDGE TOWN COUNCIL including Risk Assessment
7. REMEMBRANCE DAY – arrangements
8. RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE – Facilities Manager including job description
9. HONORARY OFFICER VACANCIES
10. DATE OF NEXT MEETING

Councillors: Page (Mayor), Ham (Deputy Mayor), Browne, Faulkner, Mitton and Taylor

Should an item need to be considered in confidential session the following resolution should be considered: "that, in view of the special/contractual nature of the business about to be transacted which contains personal/confidential information about individuals, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"



**Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 22 July 2024 in Axbridge Town Hall**

Meeting commenced: 6.45pm

Meeting concluded: 7.07pm

Present: Councillors Page (Mayor), Ham (Deputy Mayor) Browne and Taylor.

Also in attendance: Mrs Brice, Town Clerk

18.24 PS Apologies for Absence - No apologies had been received.

19.24 PS Declarations of Interest – none

20.24 PS Minutes of the Committee Meeting held on 24 June 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 24 June 2024 be approved as a correct record and signed by the Chairman.

21.24 PS Public Participation – none.

22.24 PS Mayor's Chain and Robes

The Clerk had contacted Wells City Council regarding the cleaning of the robes. She would also obtain an approximate timescale as to when the Mayor's Chain would be completed.

23.24 PS Carnival Lunch and Celebrating 50 Years of Axbridge Town Council

Invitations were in the process of being sent out and the covering email would make it clear that Past Mayors were being invited as part of the 50 year celebrations. Catering arrangements were in hand with the likely menu being a ploughman's followed by Eton Mess. Councillors Ham and Wells would look at accessories such as sashes/medals/banners for the procession.

24.24 PS Remembrance Day

The Mayor and Deputy Mayor would arrange a meeting with the Royal British Legion to help with arrangements for the Remembrance Day service.

25.24 PS Responsibilities and Organisation Structure and Contract

Members had previously discussed proposed revisions to the draft job description for the Facilities Manager. The extent of the tasks would be further considered/was on-going.

26.24 PS Handbells

The handbell group had advised that some repairs were needed to the handbells. A specialist quote had been received for the works, which would be in the region of £270 - £330 depending on the cost of the leather. Members considered the quote to be reasonable and the group

had indicated that it may be able to contribute. The group would also be happy to play the bells at Mayor Making.

RECOMMENDED TO COUNCIL: that the quote be accepted and a purchase order made to enable the repair works to take place, with any donation from the group being welcomed.

27.24 PS Modern Town Archivist and Mace-Bearer

A “job description” would need to be prepared for the role of the Modern Town Archivist. The vacancy for the mace-bearer remained. This would be further promoted on social media and “Honorary Officer vacancies” would be included as standing item on the agenda.

28.24 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 19 August 2024 with the carnival being the key item.

Chairman

Date