



Clerk: Mrs V L Brice

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17 JANUARY 2023

Axbridge Town Council
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A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 22 JANUARY 2023 AT 6.45PM IN AXBRIDGE TOWN HALL.

Members of the public are welcome to attend.

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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 PROTOCOL COMMITTEE MEETING HELD ON 27 NOVEMBER 2023 (available)
4. PUBLIC PARTICIPATION
5. EXCLUSION OF THE PRESS AND PUBLIC – to consider a resolution that, in view of the confidential nature of the business about to be transacted (items 6-8) which contain contractual information about individuals, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw
6. CONFIDENTIAL ITEM – Assistant to the Town Clerk – Appraisal
7. CONFIDENTIAL ITEM – Town Clerk and Responsible Financial Officer - Appraisal
8. CONFIDENTIAL ITEM – Any proposals/actions resulting from appraisals
9. STORAGE AND EMBELLISHMENT OF NEW MACES – any update
10. MAYOR'S CHAIN AND ROBES – update
11. SERGEANT AT MACE – vacancy
12. CIVIC SERVICE – arrangements
13. REMEMBRANCE DAY – update following RBL meeting
14. RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE – Facilities Manager including job description
15. SOMERSET AND D-DAY 80

16. KINGS PORTRAIT
17. CELEBRATING 50 YEARS OF AXBRIDGE TOWN COUNCIL
18. DATE OF NEXT MEETING

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



Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 27 November 2023 in Axbridge Town Hall

Meeting commenced: 6.30pm

Meeting concluded: 7.28pm

Present: Councillors Mitton (Mayor), Page (Deputy Mayor) (from minute 73.23), Browne and Taylor.

Also in attendance: Mrs Brice, Town Clerk

66.23 PS Apologies

RESOLVED: that apologies for absence from Councillor Ham (personal commitment) be received and approved.

67.23 PS Declarations of Interest – none

68.23 PS Minutes of the Committee Meeting held on 23 October 2023

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 23 October 2023 be approved as a correct record and signed by the Chairman.

69.23 PS Public Participation – no public or press were in attendance.

70.23 PS Storage and Embellishment of Maces

The Town Trust would be happy to accommodate the storage of the maces (either in the Town Hall or in the museum). Members didn't feel the museum would be the best environment to store the wooden maces but welcomed the idea of robing room. Final arrangements would be made once a storage box was available. Councillor Ham would speak with the Men's Shed regarding the possibility of making a storage box and how best to embellish maces.

71.23 PS Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. The Clerk updated members on possible designs and fabric to refurbish the Mayor's chain which was looking tired, with the current fabric and bows deteriorating. There were also only three plaques left to engrave. Members supported the second design which would create a 3inch diameter collar (forming a ring), allowing for two complete chains with bars – greatly extending the life of the chain - with appropriate fastening - and may wish to include two new bows.

RECOMMENDED TO COUNCIL: that the proposed works to agreed in principle and a formal quote be obtained from the local company, being a specialist contractor who has undertaken works on the chain previously, at a reasonable cost – with a view to refurbishing the chain in the New Year (prior to the Civic Service if possible). (The Clerk to ascertain the timing of works, should this proposal be agreed).

72.23 PS Civic Service

The Civic Service would be held Sunday 3 March 2024. Entertainment options were being pursued. The Clerk would contact Axbridge Brownies and Cheddar Guides inviting them to the service and seeing whether they would be willing to serve tea and cake. The Order of Service and provision of cakes would be considered in the New Year. The Clerk would see if Andy Corp would be willing to take photographs on the day.

At this juncture, Councillor Page joined the meeting.

73.23 PS Remembrance Day

The Clerk had updated the Remembrance Day process to better reflect events on the day. The Council would like to meet with representatives of the Royal British Legion to see how the Council could better support the event (perhaps taking on responsibility for the refreshments after the service) and to clarify/discuss a few minor points to assist on the day. The Clerk would contact the Royal British Legion accordingly.

74.23 PS Responsibilities and Organisation Structure and Contract

The Committee considered that the Facilities Manager should be line-managed by the Clerk and that the role should be expanded to include routine external matters, such as regular visits to the council sites (allotments, cemetery), responding to issues raised, ensuring open spaces contract work was being done, taking meter readings etc. Councillor Taylor would prepare a revised job description for the Committee's consideration at the next meeting.

RECOMMENDED TO COUNCIL: that the Facilities Manager is line-managed by the Town Clerk as with the other council employee.

75.23 PS Appraisal Arrangements

Members noted that work was being undertaken in relation to the role and management of the Facilities Manager (which would be discussed with him) but wished to proceed with the appraisal of the Town Clerk and Assistant Town Clerk in the meantime

RESOLVED: that the appraisals of the Town Clerk and Assistant Town Clerk be included on the agenda of the next meeting – to take place on Monday 22 January 2024 (in confidential session) and that sufficient time be given to accommodate this.

76.23 PS Somerset and D-Day 80

Members noted the information available regarding D-Day 80 and, in particular, whether the Council wished to light a beacon as part of this 80th anniversary event. The Clerk would contact Mr Scott, who had previously undertaken this role, to see whether he would be interested in lighting a beacon on this occasion.

77.23 PS Civility and Respect Pledge

Members considered the information available regarding the Civility and Respect Pledge, most of which it currently adhered to. This matter may be raised at the Somerset Association of Local Council's AGM. The Council may wish to consider signing this pledge at a later date.

78.23 PS Kings Portrait

It was understood that eligible local authorities would be contacted when it was possible to obtain a free portrait of the King. There was no further update.

79.23 PS Celebrating 50 years of Axbridge Town Council

Members wished to celebrate 50 years of Axbridge Town Council. Whilst it had been suggested this could be combined with Mayor Making, members wondered whether it would be better to hold a separate event, or combine it with an event happening during the day – such as the carnival lunch (with a float/walking entry), an extended farmers market, having a stall at the Fun Day etc. Further consideration would be given to this at the next meeting.

80.23 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 22 January 2024.

81.23 PS Exclusion of the Press and Public

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

82.23 PS CONFIDENTIAL ITEM – Facilities Manager

Members considered minor updates to be included as an addendum to Facilities Manager contract to reflect the revised payscale, to show weekly hours of working and to update the annual leave conditions to better reflect the current model contract of employment.

RESOLVED: that the addendum to the contract be signed and sent to the Facilities Manager for approval/counter signing.

83.23 PS CONFIDENTIAL ITEM – Civic Award and Young Person’s Award

Members considered the nominations received for the both the Civic and Young Person’s Awards.

RECOMMENDED TO COUNCIL: that a Civic Award be presented to the individual shown as number 4 on the list and a Youth Award be presented to the individual shown as number Y1 on the list, at the Civic Service to be held on 3 March 2024 (subject to their acceptance).

Chairman

Date