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17 April 2024

A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 22 APRIL 2024 AT 6.45PM IN AXBRIDGE TOWN HALL.

MEMBERS OF THE COMMITTEE ARE HEREBY SUMMONED TO ATTEND.

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 PROTOL COMMITTEE MEETING HELD ON 25 MARCH 2024 (attached)
4. PUBLIC PARTICIPATION
5. STORAGE AND EMBELLISHMENT OF NEW MACES – any update
6. MAYOR'S CHAIN AND ROBES – update
7. MAYOR MAKING – arrangements including Risk Assessment
8. RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE – Facilities Manager including job description
9. KINGS PORTRAIT – obtained.
10. SOMERSET AND D-DAY 80 - 6 June 2024 - any update
11. CELEBRATING 50 YEARS OF AXBRIDGE TOWN COUNCIL
12. DATE OF NEXT MEETING

Councillors: Mitton (Mayor), Page (Deputy Mayor), Browne, Faulkner Ham 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 25 March 2024 in Axbridge Town Hall

Meeting commenced: 7.15pm

Meeting concluded: 7.50pm

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

Also in attendance: Mrs Brice, Town Clerk

116.23 PS Apologies - none

117.23 PS Declarations of Interest – none

118.23 PS Minutes of the Committee Meeting held on 26 February 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 26 February 2024 be approved as a correct record and signed by the Chairman.

119.23 PS Public Participation – none.

120.23 PS Storage and Embellishment of Maces

No further update - Councillor Ham would speak with the Men's Shed regarding the possibility of making a storage box and how best to embellish maces. The curator at the Museum may be able to advise.

121.23 PS Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. The Clerk would seek a formal quote for the refurbishment works to the Mayor Chain - the design for which had previously been agreed. This item would be included on the council agenda for approval of the costs. It was hoped that the works would be complete in time for Mayor Making.

122.23 PS Mayor's Banquet

There were insufficient ticket numbers to enable the Mayor's Banquet to proceed in its usual format. Alternative options were discussed and would be considered by the Mayor.

123.23 PS Mayor Making

The Annual Council and Mayor Making Service would be held Monday 13 May 2024. The invitations would be sent out shortly and catering would be arranged. It was suggested that, in the absence of the Sergeant at Mace, perhaps one of the councillors could undertake this role for the evening.

124.23 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. A diary was now being kept.

125.23 PS Kings Portrait

The Kings Portrait had been ordered and should be delivered over the coming month.

126.23 PS Celebrating 50 years of Axbridge Town Council

Members confirmed that they wished to celebrate 50 years of Axbridge Town Council by combining this celebration with the carnival lunch (with a walking entry - including past Mayors). This would be kept on the agenda to enable arrangements to begin early summer.

127.23 PS Date of Next Meeting

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

Chairman

Date