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17 July 2024

A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 22 JULY 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.

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 24 JUNE 2024 (attached)
4. PUBLIC PARTICIPATION
5. MAYOR'S CHAIN AND ROBES – update
6. CARNIVAL LUNCH & CELEBRATING 50 YEARS OF AXBRIDGE TOWN COUNCIL
7. REMEMBRANCE DAY – arrangements
8. RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE – Facilities Manager including job description
9. HANDBELLS – repairs
10. MODERN TOWN ARCHIVIST - role
11. 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 24 June 2024 in Axbridge Town Hall

Meeting commenced: 6.45pm

Meeting concluded: 7.30pm

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

Also in attendance: Mrs Brice, Town Clerk

1.24 PS Apologies for Absence

In the absence of the Mayor, Councillor Ham (Deputy Mayor) chaired the meeting.

RESOLVED: that apologies from Councillor Page (Mayor – personnel commitment) and Councillor Mitton (ill-health) be received and approved.

2.24 PS Election of Chairman for 2024/25

RESOLVED: that Councillor Page (Mayor) be elected Chairman of the Committee for 2024/25.

3.24 PS Election of Vice Chairman for 2024/25

RESOLVED: that Councillor Ham (Deputy Mayor) be elected Vice Chairman of the Committee for 2024/25.

4.24 PS Declarations of Interest – none

5.24 PS Minutes of the Committee Meeting held on 22 April 2024

The storage and embellishment of the maces was on hold until the Men's Shed was in a position to offer support for this project.

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 22 April 2024 be approved as a correct record and signed by the Chairman subject to minute 136.23 PS being amended to state that the Kings Portrait would be displayed on the wall to the left of the stage as you look at it.

6.24 PS Public Participation – none.

7.24 PS Remit

Members reviewed the remit and did not wish to make any alterations.

8.24 PS Policies

Members reviewed the following policies: Dress Code; Employer Discretions Policy; Equal Opportunities Statement; Funding of Town Events; Lone Working Policy; Succession Planning and Training; and Bullying and Harassment Statement.

RECOMMENDED TO COUNCIL: that the Dress Code policy be amended to say “the Mayor and Deputy Mayor to wear Chains of Office at public council meetings”.

9.24 PS Mayor’s Chain and Robes

The Clerk would contact Wells City Council regarding a recommendation of a local company to clean the robes. The Deputy Mayor would look at the robes to see what would be needed in terms of lining repairs etc.

10.24 PS Mayor Making Review

Members reviewed the Annual Council and Mayor Making Service held on Monday 13 May 2024, which had been an enjoyable evening.

RESOLVED: that the Mayor Making Procedure be revised to include the Keeper of the Bells appointment; to have a musical interlude (ideally the ringing of the handbells) whilst the new Mayor is robed; that the Lord Lieutenant be invited to Mayor Making (and other events to which the High Sherrif attends) and that seating only be reserved for guests of the incoming/outgoing Mayors.

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

Invitations would be sent out to guests to attend the carnival lunch and procession. This year Axbridge Town Council would also be celebrating 50 years since its inception and as part of this, past Mayors would be invited to the lunch and to join the walking entry. Councillors Ham and Wells would look accessories such as sashes/medals/banners. All Councillors would be welcome to join the carnival entry.

12.24 PS Remembrance Day

Councillor Ham would speak with the Mayor to organise a meeting with the Royal British Legion to help with arrangements for the Remembrance Day service.

13.24 PS Somerset Chair’s Award – Service to the Community

The Committee recommended that Andy Laken be nominated for this award for his sterling work in establishing the Men’s Shed, now based at Old Station Building. Nominations need to be submitted by the end of the week and the council had previously supported Andy Laken for a civic award.

RECOMMENDED TO COUNCIL: that the Council ratify the decision to nominate Andy Laken for this award.

14.24 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.

15.24 PS Handbells

The handbell group had advised that some repairs were needed to the handbells. The gentleman who had previously carried out the repairs would no longer be in business. The group would be asked to speak with their contacts to seek a recommendation/obtain a quote.

16.24 PS Date of Next Meeting

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

17.24 PS Updates – Modern Town Archivist and School Visit

An individual had contacted the Clerk regarding the extent of the Modern Town Archivist role. Members were considered this matter and the clerk would respond accordingly. The Clerk was endeavouring to arrange the school visit for Year 4 students to have a talk on the old records and view the artefacts.

Chairman

Date