



Clerk: Mrs V L Brice

Email: vicky.brice@axbridge-tc.gov.uk
20 March 2024

Axbridge Town Council
PO Box 1184
Axbridge
Tel: 07884 26403

A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 25 MARCH 2024 AT 7.15PM 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 PROTOL COMMITTEE MEETING HELD ON 26 FEBRUARY 2024 (available)
4. PUBLIC PARTICIPATION
5. STORAGE AND EMBELLISHMENT OF NEW MACES – any update
6. MAYOR'S CHAIN AND ROBES – any update
7. MAYOR'S BANQUET
8. MAYOR MAKING
9. RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE – Facilities Manager including job description
10. KINGS PORTRAIT - 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 26 February 2024 in Axbridge Town Hall**

Meeting commenced: 7.15pm

Meeting concluded: 7.58pm

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

Also in attendance: Mrs Brice, Town Clerk together with Mrs Weir, Assistant Town Clerk and one member of the public (both for part of meeting)

102.23 PS Apologies - none

103.23 PS Declarations of Interest – none

104.23 PS Minutes of the Committee Meeting held on 22 January 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 22 January 2024 be approved as a correct record and signed by the Chairman.

105.23 PS Public Participation – none.

106.23 PS Modern Town Archivist

The application received had been withdrawn. A resident had raised the question as to whether the role could be shared between two people. Members were happy with the option for a shared role and the advert would be amended to reflect this.

107.23 PS Storage and Embellishment of Maces

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.

108.23 PS Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. A quote for the refurbishment of the chain was awaited.

109.23 PS Sergeant at Mace vacancy

The Sergeant at Mace vacancy would be advertised on social media.

110.23 PS Civic Service

The Civic Service would be held Sunday 3 March 2024. The final arrangements were discussed. The rehearsal would take place on Saturday 2 March 2024 and members noted the Risk Assessment and Management Document, which had been based on the original document, updated for this year.

111.23 PS Responsibilities and Organisation Structure and Contract

Members discussed proposed revisions to the draft job description for the Facilities Manager. It was agreed that it would be sufficient for the job holder to hold a diary of works completed (as opposed to completing a timesheet). The extent of the tasks was considered and the Chairman of the Leisure and Recreation Group would discuss this with the Facilities Manager and report back to the Committee.

112.23 PS Somerset and D-Day 80

Mr Scott had agreed to arrange for the lighting of the beacon to mark this occasion. This would be a private event. The Clerk would pass on relevant details (including information on undertaking a risk assessment) and would register the Council.

113.23 PS Kings Portrait

The Clerk had registered and, once registration was confirmed, would be able to apply for a free portrait of the King,

114.23 PS Celebrating 50 years of Axbridge Town Council

Members wished to celebrate 50 years of Axbridge Town Council and welcomed the option of combining this celebration with the carnival lunch (with a walking entry, including past Mayors)

115.23 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 25 March 2024.

Chairman

Date