



Clerk: Mrs V L Brice

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21 FEBRUARY 2024

Axbridge Town Council
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A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 26 FEBRUARY 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 22 JANUARY 2024 (available)
4. PUBLIC PARTICIPATION
5. MODERN TOWN ARCHIVIST – to consider application(s) and what the role involves
6. STORAGE AND EMBELLISHMENT OF NEW MACES – any update
7. MAYOR'S CHAIN AND ROBES – any update
8. SERGEANT AT MACE – any update
9. CIVIC SERVICE – arrangements including Risk Assessment
10. MAYOR'S BANQUET
11. RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE – Facilities Manager including job description
12. SOMERSET AND D-DAY 80 – any update
13. KINGS PORTRAIT - update
14. CELEBRATING 50 YEARS OF AXBRIDGE TOWN COUNCIL
15. DATE OF NEXT MEETING

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

Members may wish to consider the following resolution if appropriate:-

EXCLUSION OF THE PRESS AND PUBLIC – to consider a resolution 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



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

Meeting commenced: 6.45pm

Meeting concluded: 8.07pm

Present: Councillors Mitton (Mayor), Page (Deputy Mayor), 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)

84.23 PS Apologies

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

85.23 PS Declarations of Interest – none

86.23 PS Minutes of the Committee Meeting held on 27 November 2023

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 27 November 2023 be approved as a correct record and signed by the Chairman.

87.23 PS Public Participation – none.

88.23 PS Exclusion of Press and Public

RESOLVED: that, in view of the confidential nature of the business about to be transacted (minutes 89.23 PS – 91.23 PS refers) 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.

At this juncture, Mrs Brice left the meeting.

89.23 PS Confidential Item: Assistant Town Clerk – Appraisal

The Assistant Town Clerk had her appraisal and various aspect of the role were discussed.

After her appraisal, Mrs Weir left the meeting.

90.23 PS Confidential Item: Town Clerk and Responsible Financial Officer

At this juncture, Mrs Brice re-joined the meeting.

The Town Clerk had her appraisal and various aspects of the role were discussed.

91.23 PS Confidential Item: Any action arising from appraisals

No action was needed.

92.23 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.

93.23 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.

94.23 PS Sergeant at Mace vacancy

The Sergeant at Mace had tendered his resignation. Members considered a draft advert for an "Honorary Mace Bearer" vacancy. Any applications received by 19 February 2024 would be considered at the next meeting of the Committee – in time for attendance at the Civic Service (if a successful appointment was made). Otherwise applications would be considered at the next appropriate meeting.

RESOLVED: that the advert be approved and publicised accordingly.

95.23 PS Civic Service

The Civic Service would be held Sunday 3 March 2024. Entertainment had been arranged including Axbridge Singers and the Brass Band. Cheddar Guides and Rangers had been invited and would be happy to serve refreshments and offers had been made for the making of cakes (special dietary cakes to also be purchased). Councillor Ham would contact the Bell Ringers. The preparing of citations was agreed. The Mayor would consider the Order of Service and the Clerk would speak with the church regarding arrangements for the day. A rehearsal would be held on Saturday 2 March 2024 at 10am.

96.23 PS Remembrance Day

A meeting had been held with representatives of the Royal British Legion. The Town Council would be happy to assist with arrangements for Remembrance Day and a further meeting would be held in August 2024, to also include Church representatives, to agree the best way forward.

97.23 PS Responsibilities and Organisation Structure and Contract

A draft revised job description had been prepared. Councillor Ham, as Chairman of the Leisure and Recreation Advisory Group, would consider this in more detail to facilitate discussion at the next meeting of the Committee on 26 February 2024.

98.23 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 and would register the Council. Following a request, Sandford Station would be advised that it was not possible to book the Town Crier who attended community events within Axbridge, on behalf of the Council.

99.23 PS Kings Portrait

It was understood that Principal Authorities were now able to apply for a free portrait of the King and that this would be extended to local councils in February 2024.

Celebrating 50 years of Axbridge Town Council

Members wished to celebrate 50 years of Axbridge Town Council and would discuss this more fully at the next meeting. The most favoured option, at present, was combining this celebration with the carnival lunch (with a float/walking entry).

100.23 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 26 February 2024.

Chairman

Date