

AXBRIDGE TOWN COUNCIL



Axbridge Town Council Minutes of the Personnel and Protocol Committee held on Monday 19 August 2024 in Axbridge Town Hall

Meeting commenced: 7.00pm

Meeting concluded: 7.22pm

Present: Councillors Ham (Deputy Mayor – in the Chair), Browne and Taylor.

Also in attendance: Mrs Brice, Town Clerk

29.24 PS Apologies for Absence

Councillor Page (Mayor – Chairman) had been unable to attend the meeting. Councillor Ham (Deputy Mayor) chaired the meeting.

RESOLVED: that apologies from Councillor Page (Mayor – personal commitment) and Councillor Mitton (work commitment) be received and approved.

30.24 PS Declarations of Interest – none

31.24 PS Minutes of the Committee Meeting held on 22 July 2024

The Clerk had responded regarding the repair of the handbells.

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

32.24 PS Public Participation – none.

33.24 PS Mayor's Chain and Robes

The company had indicated that it would be a tight timescale to get the chain back by the first week of September. The Clerk would respond to say that it is essential the chain is returned by 14 September being needed for the Annual Carnival and 50 year celebrations. The Clerk had spoken to the dry cleaners in Wells who had indicated that they would be able to clean the Mayor's Robes at a reasonable cost. Further details would follow.

RESOLVED: that the Clerk arrange for the cleaning of the robes after the Carnival up to a cost of £50.00

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

Responses to invitations had been collated to date. The lunch would be Ploughmans followed by either strawberries and cream or otherwise Eton Mess). The changing rooms would be available for use by the majorettes.

35.24 PS Remembrance Day

The Mayor and Deputy Mayor had been in touch with the Royal British Legion regarding helping with arrangements for the Remembrance Day service.

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36.24 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.

37.24 PS Honorary Officer vacancies

The vacancy for the Mace-Bearer had been further promoted with the advert placed on social media. The vacancy for the Modern Town Archivist remained and members would need to consider the role in more detail.

38.24 PS Honor for a resident

It has been suggested to the Clerk that a resident would be worthy of a national honour for services to the community. The Clerk would seek further information on her role within a specific organisation to assist with an application/letters of support.

39.24 PS Date of Next Meeting

The Maces would be included as a standing item on the agenda. Councillor Ham would raise this with the Men's Shed in the Autumn. The Civic Service would be considered at the next meeting and would include a review of procedures so that councillors be part of the procession into the Church.

RESOLVED: that the next meeting be held on 23 September 2024.

Chairman

Date