

AXBRIDGE TOWN COUNCIL



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

Meeting commenced: 6.45pm

Meeting concluded: 7.16pm

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

Also in attendance: Mrs Brice, Town Clerk

128.23 PS Apologies - none

129.23 PS Declarations of Interest – none

130.23 PS Minutes of the Committee Meeting held on 25 March 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 25 March 2024 be approved as a correct record and signed by the Chairman.

131.23 PS Public Participation – none.

132.23 PS Storage and Embellishment of Maces

The Men's Shed would be happy to make a storage box for the maces and look at how best to embellish the maces.

133.23 PS Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. The Chain would be redesigned, as agreed at Council, after Mayor Making.

134.23 PS Mayor Making

The Annual Council and Mayor Making Service would be held Monday 13 May 2024. Invitations had been sent out and other arrangements, including catering, were in hand. The rehearsal would be held on Sunday 12 May at 5.30pm in the Town Hall.

RESOLVED: that the Risk Assessment document be approved and circulated as appropriate.

135.23 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.

136.23 PS Kings Portrait

The Kings Portrait had been received and would be displayed on the wall to the right of the stage.

137.23 PS Celebrating 50 years of Axbridge Town Council

This would be considered at the next meeting.

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138.23 PS Date of Next Meeting

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

Chairman

Date