

# AXBRIDGE TOWN COUNCIL



## **Axbridge Town Council Minutes of the Personnel and Protocol Committee held on Monday 23 September 2024 in Axbridge Town Hall**

**Meeting commenced: 6.45pm**

**Meeting concluded: 7.24pm**

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

**Also in attendance:** Mrs Brice, Town Clerk

### **40.24 PS Apologies for Absence**

Councillor Mitton had tendered her resignation from the Council. No other apologies had been received.

### **41.24 PS Declarations of Interest – none**

### **42.24 PS Minutes of the Committee Meeting held on 19 August 2024**

**RESOLVED:** that the minutes of the Personnel and Protocol Committee meeting held on 19 August 2024 be approved as a correct record and signed by the Chairman.

### **43.24 PS Public Participation – none.**

### **44.24 PS Maces**

The plans to embellish the maces and provide a storage box were on-going. The Men's Shed would assist when able to do so. The Mayor may have a storage box which could be used in the meantime and, once secure, they would be stored in the Town Hall so that they were more accessible for civic events.

### **45.24 PS Mayor's Chain and Robes**

The chain looked stunning (there had been a minor issue with small chain). Councillor Ham would investigate the best way to seek a valuation of the chain. The Clerk would continue to contact the dry cleaner in Wells who had who had indicated that they would be able to clean the Mayor's Robes at a reasonable cost.

### **46.24 PS Carnival Lunch and Celebrating 50 Years of Axbridge Town Council**

The carnival lunch and procession, which had also celebrated 50 years of Axbridge Town Council, had been a successful and enjoyable occasion. The visiting Mayors had provided great feedback and a letter of thanks would be sent to the caterers. A photo would be placed on the website. In future, the more detailed information (specific parking arrangements, use of the robing room, procession etc) would be sent with the initial invitation to all guests.

### **47.24 PS Celebration of Axbridge Civic Service**

The Civic Service would be held on Sunday 2 March 2024 at 3pm as long as the date was convenient to the Church. Both the High Sheriff of Somerset and the Lord Lieutenant would be invited to attend. The Clerk would check the protocol regarding the presentation of awards and speak with the guides regarding tea and coffees. As soon as the date was confirmed, a "save the date" note would be sent to invitees. Councillor Ham would make

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arrangements for the entertainment on the day. Nominations for any awards, should they be presented, would be sought in time to be considered by the Committee just prior to the Council meeting on 9 December 2024. It was agreed that all councillors should process into the Church.

### **48.24 PS Remembrance Day**

The Mayor and Deputy Mayor would be meeting with the Royal British Legion on 25 September 2024 regarding helping with arrangements for the Remembrance Day service.

### **49.24 PS Responsibilities and Organisation Structure and Contract**

The role was working well at the present time.

### **50.24 PS Honorary Officer vacancies**

The vacancies for the Mace Bearer and the Modern Town Archivist remained. Members would need to consider the role of the Archivist in more detail.

### **51.24 PS VE Day 80 – Beacons and Lamp Lights of Peace – 8 May 2025**

The Clerk had received correspondence regarding this event the opportunity for the lighting of a beacon. The Sports and Social Community Association intended to organise a small event on the north side of the Square, with appropriate entertainment, to mark the occasion.

### **52.24 PS Jury Service**

The Assistant Clerk had been summoned to attend Jury Service. The Committee considered the options available regarding payment of salary during her absence which was expected to be two weeks.

**RESOLVED:** that the Assistant Clerk's salary be paid as usual during this period (this may need to be reviewed in the event of a longer absence).

### **53.24 PS Exclusion of Press and Public**

**RESOLVED:** that, in view of the special nature of the business about to be transacted which contains 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"

### **54.24 PS Honor for a resident**

Members had considered that a resident would be worthy of a national honour for services to the community and information was being obtained to support an application.

### **55.24 PS Date of Next Meeting**

**RESOLVED:** that the next meeting be held on 28 October 2024.

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Chairman

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Date