

# AXBRIDGE TOWN COUNCIL



## **Axbridge Town Council 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The application received had been withdrawn.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.

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## **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.

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Chairman

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Date