

AXBRIDGE TOWN COUNCIL



Agenda item 3 Axbridge Town Council Minutes of the Personnel and Protocol Committee held on Monday 28 October 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

56.24 PS Apologies for Absence - none.

57.24 PS Declarations of Interest – none.

58.24 PS Minutes of the Committee Meeting held on 23 September 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 23 September 2024 be approved as a correct record and signed by the Chairman.

59.24 PS Public Participation – none.

60.24 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 Clerk would send the measurements to the Mayor who may have a suitable storage box in the meantime.

61.24 PS Mayor's Chain and Robes

Councillor Ham would contact auctioneer to seek the 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.

62.24 PS Celebration of Axbridge Civic Service

The Civic Service would be held on Sunday 2 March 2024 at 3pm. The invitations had been sent and the nominations papers sent to groups and made available in the Post Office and Chemist. A social media reminder would be sent in early November 2024. The bell ringers would be invited to ring the bells. Councillor Ham was making arrangements for the entertainment on the day.

63.24 PS Remembrance Day

The Mayor and Deputy Mayor had met with representatives of the Royal British Legion and all arrangements were in hand for the laying of the wreaths, the service and refreshments in the Town Hall. All councillors would be invited to attend. The Council would process to the Church but stand in the middle section of the steps, so that the whole event would be easier to see/hear from the Square. The Council and flag bearers would enter the church from the door on the west side of the Church.

64.24 PS Responsibilities and Organisation Structure and Contract

The role was working well at the present time and would be discussed at the staff appraisals.

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65.24 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. The Mace Bearer role would be further promoted on social media.

66.24 PS VE Day 80 – Beacons and Lamp Lights of Peace – 8 May 2025

The Clerk had received correspondence regarding this event. 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 and this would include the lighting of a Brazier either side of the church steps (inside the Memorial Cross and the Eco-Garden). The Clerk would ask Peter Scott whether he still wished to light a beacon on the hill to mark this occasion.

67.24 PS Staff Appraisals

The staff appraisals would be held during the Personnel and Protocol meeting on 27 January 2025.

68.24 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 9 December 2024, just prior to Council, to consider the Civic and Youth Awards.

69.24 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”

70.24 PS Honor for a resident

Members discussed information to support an application.

Chairman

Date