

AXBRIDGE TOWN COUNCIL



Agenda item 3 Axbridge Town Council Draft Minutes of the Personnel and Protocol Committee held on Monday 27 January 2025 in Axbridge Town Hall

Meeting commenced: 7.00pm

Meeting concluded: 7.58pm

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

Also in attendance: Mrs Brice, Town Clerk and Mrs Weir (Assistant Town Clerk) for part of the meeting.

84.24 PS Apologies for Absence - none.

85.24 PS Declarations of Interest – none.

86.24 PS Minutes of the Committee Meeting held on 9 December 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 9 December 2024 be approved as a correct record and signed by the Chairman.

87.24 PS Public Participation – none.

At this juncture, Mrs Brice left the meeting.

88.24 PS Exclusion of the Press and Public

89.24 PS Confidential Item – Assistant to the Town Clerk

RESOLVED: that, in view of the confidential nature of the business about to be transacted (minutes 90.24 PS and 91.24 PS) which contains contractual information about individuals, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

At this juncture, Mrs Brice left the meeting.

90.24 PS Confidential Item – Assistant Town Clerk – Appraisal

The Assistant Town Clerk had her appraisal and various aspect of the role were discussed

At this juncture, Mrs Weir left the meeting and Mrs Brice re-joined the meeting.

91.24 PS Confidential Item – Town Clerk and RFO – Appraisal

The Town Clerk and Responsible Financial Officer had her appraisal and various aspect of the role were discussed.

92.24 PS Confidential Item – Actions arising

This item would be included on the agenda of the next meeting to enable members to consider the current job descriptions, look at formalising the appraisal process and considering specific actions arising from the appraisals.

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93.24 PS Maces

Councillor Ham had discussed the embellishment of the maces (such as gold leaf) with the Men's Shed and, on their advice, would speak to local stonemasons. The Men's Shed could assist in the making of a wooden box to store the maces.

94.24 PS Mayor's Chain and Robes

The dry cleaner in Wells could clean the Mayor's Robes at a reasonable price and had experience in cleaning robes of local Mayors. This would be arranged. Councillor Wells was liaising with Michaels Civic Robes regarding the making of the new Mayoral Robes. Councillor Ham would contact Killens regarding the valuation of the Mayor's chain. Another company had also provided a costing for a valuation.

95.24 PS Axbridge Civic Service

The Civic Service would be held on Sunday 2 March 2024 at 3pm. The Deputy Lord Lieutenant would be attending and would assist in the presentation of awards. Members considered the draft Risk Assessment.

RESOLVED: that the Risk Assessment, as circulated (with one minor change to refer to "council officer"), be agreed and forwarded to interested parties.

96.24 PS Honorary Officer vacancies

The vacancies for the Mace Bearer and the Modern Town Archivist remained.

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

The Sports and Social Community Association intended to organise a small event on the north side of the Square to mark this occasion. Peter Scott would be willing to prepare and light a beacon in an appropriate location (to be discussed).

98.24 PS Date of Next Meeting

The Clerk advised that Peninsula Pensions had been in touch regarding reviewing the Employer's Discretions Policy. The Clerk would forward them the most recently adopted policy, which would be reviewed in May 2025.

The Mayor's Banquet was due to take place on Saturday 26 April 2025.

RESOLVED: that the next meeting be held on 24 February 2025 (likely time 6.45pm)

Chairman

Date