

AXBRIDGE TOWN COUNCIL
Draft Minutes of the Personnel and Protocol Committee held on
Monday 7th June 2010 at the Town Hall, Axbridge

Meeting Commenced: 7.28pm

Meeting concluded: 8.25pm

Present: Councillors B Hamblin (Chairman), Mrs K Browne, J Gall and P Passey together with Mrs V Brice, Town Clerk

Also in attendance: Councillor Mrs Trotman (by request)

Apologies for absence: Councillor Mrs P Ham

PS1/10 Election of Chairman

RESOLVED: that Councillor J Gall, as Mayor, be elected Chairman of the Committee for 2010/11.

PS2/10 Election of Vice-Chairman - It was not considered necessary to elect a Vice-Chairman.

PS3/10 Declarations of Interest - none

PS4/10 Minutes - 26th April 2010

RESOLVED: that the minutes of the meeting of the Personnel and Protocol Advisory Group held on 26th April 2010 be approved as a correct record and signed by the Chairman.

PS5/10 Remit

A draft remit had been issued with the agenda, encompassing the role of the previous Advisory Group and new responsibilities in respect of staffing matters.

RECOMMENDED TO COUNCIL: that the draft remit be approved subject to the inclusion that two members of the Committee may request a matter to be referred to Council for decision.

No members of the public were present

PS6/10 Mayor's Handbook

Members welcomed the preparation of the Mayor's Handbook by Councillor Mrs Trotman. This provided information for the incoming Mayor on his/her role, Town Council events, protocols, allowance and expenditure information and contact details of local Mayors and council members. A few minor changes were suggested. The Mayor Making summary would indicate that the incoming Mayor has the discretion to decide who is invited into the Council Chamber for drinks prior to the ceremony. It was intended that the Mayor and Clerk update the handbook during the year.

RESOLVED:

- 1) that the changes be incorporated and that the Mayor's Handbook be spiral bound, with the master copy being held by the current Mayor (both electronically and in a hard copy)
- 2) that the handbook be passed to the Mayor Elect in April in preparation for his/her Mayoral year.

PS7/10 Mayor's Accounts

Councillor Mrs Trotman had issued her accounts for her Mayoral year 2009/10. The document detailed how the allowance had been spent and members supported the transparency it offered on the expenditure of public funds.

RESOLVED: that the Mayor's Accounts 2009-10 be attached as Appendix A to these minutes to be circulated with the papers for the next Town Council meeting.

PS8/10 Awards for Meritorious Service – This matter was under review.

PS9/10 Civic Service

The Mayor welcomed, in principle, the suggestion of a Civic Service. The timing, format and content of a service (including the possibility of community awards) would be discussed at the next meeting.

PS10/10 Honorary Officers – New Regalia

The Council had previously discussed the need to replace the robes of the honorary officers. The Clerk sought guidance on how to progress this. Councillor Passey would contact a colleague in Kent.

PS11/10 Pageant and Civic Lunch

The Civic Lunch would be held with the Carnival. The Mayor, and Councillor Passey, would seek to attend the next meeting of the Pageant Committee to discuss the attendance of civic dignitaries to the Pageant and to explain why the Council felt that they should not be asked to pay for their tickets.

P12/10 Armed Forces Day

The Mayor updated members on the arrangements for the Armed Forces Day to take place on Saturday 26th June at 10.30am. This included an order of service, poetry readings and an opportunity for individuals to write messages of support. The Clerk would include an invitation to all members, in the summons to the next Town Council meeting.

PS13/10 Mayor's Robes

Members indicated that they had no objection to Councillor Mrs Trotman showing the robes to pupils at Fairlands Middle School, as part of their community week.

PS14/10 Date of Next Meeting

RESOLVED: that the Committee aims to meet on the 1st Monday of every month immediately after any planning meeting held on this day (next meeting being Monday 5th July).

PS15/09 Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for the following items of business due to the confidential nature of the business to be transacted which relate to contracts of employment.

PS16/10 Confidential Item – Changing Rooms and Furlong Manager

RESOLVED: that the Committee considers a proposal to increase the number of hours worked by the Manager at its next meeting.

PS18/10 Confidential Item – Town Clerk

RECOMMENDATION TO COUNCIL: that the Clerk be paid for an additional 17 hours worked between 1st January 2010 and 31st May 2010.

Chairman

Date

APPENDIX A		Mayor's Accounts 2009-10		
Clothes			TOTAL COST	£207.97
EVENTS				
Event			Cost	
MM Bridgwater May 15th	Babysitter 3 1/2 hours		£14.00	
MM Weston May 21st	Babysitter - Mum		£0.00	
	Parking		£4.00	
	Wine (see notes)		£10.00	
Glastonbury Mayor's Sunday June 7th	Parking		£2.10	
	Church collection		£2.00	
Somerset Folk Dance Festival	Collection bucket		£2.00	
Bridgwater Civic Service	Collection		£2.00	
Cricket match (no £3 as we didn't play)	Cake		£4.50	
Somerset Showcase	Various spending		£20.00	
Harvest Home	Raffle Tickets		£5.00	
Harvest Service	Church collection		£2.50	
KOW Awards Ceremony	Babysitter - 2 1/2 hours		£10.00	
SDC Civic Reception	Babysitter - 3 1/2 hours		£14.00	
Royal Navy Presentation	Babysitter - 3 1/2 hours		£14.00	
Royal Airforce Presentation	Babysitter - 3 1/2 hours		£14.00	
Weston Hospice Care service	2 * Cream teas (donation)		£9.00	
Weston Hospicecare service	Parking <4 hours		£3.20	
Remembrance Service	Collection		£3.00	
SCC Christmas Celebration Concert	Babysitter - 4 1/2 hours		£18.00	
	Collection bucket		£4.00	
Axbridge OAP Christmas Party	Babysitter - 3 1/2 hours		£14.00	
	Raffle Tickets		£2.00	
Santa in the Square	Refreshments		£5.50	
WSM Carol Concert	Collection		£3.00	
Mayors Banquet	Babysitter - 5+ hours		£24.00	
WSM Ball	2 tickets		£71.00	
	Babysitter -		£24.00	
High Sheriff's investiture	Parking		£5.00	
	Collection		£5.00	
Wells Civic Fair	Parking		£3.00	
Chard Civic Service	Collection		£3.00	
			TOTAL COST	£316.80
Mayor Making				
Gifts			£39.99	
Catering for c.110 adults	Wendy Mace		£250.00	
Wine (ordered 18, used 12)		6 red	£29.58	
		6 white	£29.58	£59.16
pre-bash fizz (ordered 6 used 2)		2 * cava	£8.40	£8.40
Beer	36 pints of Cheddar Ales			
Ice	Potholer	F.O.C		£5.60
Soft Drinks/crisps	4 bags			£9.90
Decorations	lemonade & oj & crisps etc			£12.00
	flowers (Edith Channon)			£6.95
	IKEA cloths+napkins			
			TOTAL COST	£392.00

Year 4 visit					
Squash (2 *Robinsons)				£1.60	
Biscuits (1 * choc 1 * c/cream)				£2.34	
Tea & Coffee (fair trade)				£4.92	
Sugar				£0.65	
plastic cups (2 * 25)				£2.98	
milk				£0.86	
			TOTAL COST		£13.35
Mayors Lunch (Carnival)					
Catering for 60 (2 courses)	37 my guests @ c. £5 per head			£185.00	
	23 carnival party			£80.00	
Carnival contribution	food £80 drinks £30			-£110.00	
pre-bash fizz		6 * cava	£24.84	£24.84	
Wine	ordered 8 - used 2 @ £3.27	2 red	£6.54		
	ordered 8 - used 3 @ £3.99	3 white	£11.97	£18.51	
	tescos wine discount			-£4.50	
Beer	36 pints of Cheddar Ales Potholer	F.O.C			
Ice	4 bags			£3.40	
Soft Drinks	3 * lemonade & 3* oj/aj			£6.90	
IKEA napkins				£1.39	
Table decorations	plants			£10.00	
Extra Town Hall hire	(shouldn't have happened)			£25.00	
			TOTAL COST		£240.54
Christmas OAP visit	McVities Victoria Chocolate Biscuits	2 * 800g tins	£5.00	£10.00	
			TOTAL COST		£10.00
Mayor Making					
Gifts			TOTAL COST		£52.49
			TOTAL COST OF BEING MAYOR		£1,233.15
			STIPEND REMAINING		£16.85