

AXBRIDGE TOWN COUNCIL



Axbridge Town Council Draft Minutes of the Personnel and Protocol Committee held on Monday 24 February 2025 in Axbridge Town Hall

Meeting commenced: 6.15pm

Meeting concluded: 7.15pm

Present: Councillors Page (Mayor – in the Chair), Browne (from minute 104.24 PS), Ham and Taylor.

Also in attendance: Mrs Brice, Town Clerk, Mr Hogarth (for part of the meeting) and Councillor Smith

99.24 PS Apologies for Absence - none.

100.24 PS Declarations of Interest – none.

101.24 PS Minutes of the Committee Meeting held on 27 January 2025

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 27 January 2025 be approved as a correct record and signed by the Chairman.

102.24 PS Public Participation – none.

103.24 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.

104.24 PS Mayor's Chain and Robes

During this item, Councillor Brown joined the meeting.

The Mayoral Robes had been delivered and looked lovely. Councillor Ham would take the "old" robes to the dry cleaners in Wells.

105.24 PS Mayors' Chain

Councillor Ham would speak to a company to ascertain the cost for the valuation of the chain.

106.24 PS Axbridge Civic Service

The Civic Service would be held on Sunday 2 March 2024 at 3pm. Members discussed the final arrangements including the award for the football clubs.

At this juncture, Mr Hogarth joined the meeting and Mrs Brice left the meeting.

107.24 PS Exclusion of the Press and Public

AXBRIDGE TOWN COUNCIL

RESOLVED: that, in view of the confidential nature of the business about to be transacted (minutes 108.24 PS) which contains contractual information about an individual, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

108.24 PS Confidential Item – Facilities Manager – Appraisal

The Facilities Manager had his appraisal. No issues were raised and a couple of work targets were set.

At this juncture, Mr Hogarth left the meeting and Mrs Brice re-joined the meeting. Public Session resumed.

109.24 PS Honorary Officer vacancies

The vacancy for the Mace Bearer would be further promoted on social media.

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

The Sports and Social Community Association was organising a small event on the north side of the Square to mark this occasion with several singers/music contributions. Peter Scott would be willing to prepare and light a beacon in an appropriate location on the Mendip Hills. The Clerk would update the Pageantmaster on the arrangements.

111.24 PS Mayor's Banquet

The Mayor's Banquet would be held on 26 April 2025 – the format and venue will be confirmed in due course.

112.24 PS Locking of the Public Conveniences

The arrangements for the locking of the public conveniences were further discussed and the Clerk would seek advice from Somerset Association of Local Councils to help progress this.

113.24 PS Appraisal Process and Documentation

Members discussed the appraisal process and wished to formalise the appraisal process in future, with forms completed to provide a record. A checklist was available and this would be considered at the next meeting.

114.24 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 24 March 2025.

Chairman

Date