



Clerk: Mrs V L Brice  
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23 April 2025

Axbridge Town Council  
The Council Office  
Church Rooms  
Church Steps  
The Square  
Axbridge BS26 2AP

**A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 28 APRIL 2025 AT 7.00PM IN AXBRIDGE TOWN HALL.**

**MEMBERS OF THE COMMITTEE ARE HEREBY SUMMONED TO ATTEND.**

Members of the public are welcome to attend.

*VLBrice*

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Mrs V L Brice  
TOWN CLERK

**AGENDA**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
3. DRAFT MINUTES OF THE PERSONNEL AND PROTOCOL COMMITTEE MEETING HELD ON 24 MARCH 2025 (attached)
4. PUBLIC PARTICIPATION
5. MACE BEARER VACANCY – to consider application(s) and way forward
6. MACES
7. MAYOR'S CHAIN - Valuation
8. MACE BEARER'S HAT
9. CIVIC SERVICE – review
10. VE DAY 80 - 8TH MAY 2025
11. MAYOR'S BANQUET - review
12. MAYOR MAKING - arrangements
13. FIRST AID AND DEFIBRILLATOR TRAINING AND BLEED KITS
14. APPRAISAL PROCESS AND DOCUMENTATION - including checklist
15. DATE OF NEXT MEETING

16. EXCLUSION OF THE PRESS AND PUBLIC – to consider a resolution that, in view of the confidential nature of the business about to be transacted (item 17 which contain 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

17. CONFIDENTIAL ITEM – LOCKING OF PUBLIC CONVENIENCES – Contract of Employment, Job Description and associated paperwork

Councillors: Page (Mayor), Ham (Deputy Mayor), Browne, Faulkner and Taylor