

# **AXBRIDGE TOWN COUNCIL**



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

**Meeting commenced: 6.45pm** (later than planned)      **Meeting concluded: 7.23pm**

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

**Also in attendance:** Mrs Brice (Town Clerk)

### **115.24 PS      Apologies for Absence**

In the absence of the Mayor, Councillor Ham (Deputy Mayor), chaired the meeting.

**RESOLVED:** that apologies from Councillor Page (personal commitment) be received and approved.

### **116.24 PS      Declarations of Interest**

**Councillor Ham** – declared a personal interest in the locking of the public conveniences which was being undertaken by a family member (minute 131.24 refers)

### **117.24 PS      Minutes of the Committee Meeting held on 24 February 2025**

**RESOLVED:** that the minutes of the Personnel and Protocol Committee meeting held on 24 February 2025 be approved as a correct record and signed by the Chairman.

### **118.24 PS      Public Participation – none.**

### **119.24 PS      Maces**

Councillor Ham had further considered the embellishment of the maces (such as gold leaf) and wondered whether this should be put on hold for the present time. The wooden maces, as they were, were quite striking. No embellishment would take place at the present time. The possibility of placing the maces on brackets in the office, or in a display box was discussed. The storage of the maces would be further discussed with the Mayor.

### **120.24 PS      Mayor's Chain - Valuation**

Members had previously noted the quotes to value the chain. The Clerk had been asked to contact a local valuer to arrange for the valuation of the chain.

### **121.24 PS      Mace Bearer's Hat**

Members considered a quote from the existing supplier of the robes, for a new tricorne hat with braiding, but wished to consider other options before deciding whether to have a new hat made. This would be further considered at the next meeting.

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### **122.24 PS Civic Service Review**

The Civic Service on 2 March 2025 had been an enjoyable occasion with several letters of thanks received. A press release with a couple of photographs would be put on the website and shared on social media. Letters of thanks would be sent to all those providing the entertainment. The procedure would be altered to ensure the person presenting the awards was officially introduced and that prayers for the Council were included.

### **123.24 PS Honorary Officer vacancies**

The vacancy for the Mace Bearer would be further promoted on social media. Members were also happy for the vacancies at the Museum to be included on the town council website – with a link to their own website.

### **124.24 PS VE Day 80 – 8 May 2025**

The Sports and Social Community Association was finalising the details of this event.

### **125.24 PS Mayor's Banquet**

The Mayor's Banquet would be held on 26 April 2025 in the Oak House.

### **126.24 PS Mayor Making**

Invitations to Mayor Making on 12 May 2025 had been sent out.

### **127.24 PS First Aid and Defibrillator Training and Bleed Kits**

It was intended to arrange two first aid/defibrillator training sessions for councillors and other interested parties (perhaps Warm Spaces, Active Living, businesses in The Square etc). Councillor Ham would progress this and also further investigate the possibility of obtaining a bleed kit. The Men's Shed also intended to install a defibrillator on the external wall of the Old Station Building.

### **128.24 PS Appraisal Process and Documentation**

This matter would be considered at the next meeting.

### **129.24 PS Date of the next meeting**

**RESOLVED:** that the next meeting be held on 28 April 2025.

### **130.24 PS Exclusion of the Press and Public**

**RESOLVED:** that, in view of the confidential nature of the business about to be transacted (minutes 131.24 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.

### **131.24 PS Confidential Item - Locking of the Public Conveniences**

Following advice from Somerset Association of Local Councils regarding possible options, it had been agreed, at Council, that it would be appropriate to employ the individual to close the public conveniences facility. The payroll forms were being completed and a safeguarding/risk assessment policy was being drawn up.

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Chairman

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Date