



**Civic Hall, off Park Lane, Poynton, Cheshire, SK12 1RB**

Date: 12<sup>th</sup> January 2022

You are summoned to a meeting of the Town Council's Management & Establishment Committee to be held at 8.00pm on Monday 17<sup>th</sup> January 2022 at the Civic Hall, Poynton, SK12 1RB.

Press and public are welcome to attend the meeting, and members of the public may ask questions under item 2.

Yours faithfully,

Haf Barlow  
Town Clerk

**Agenda**

1. To note if anyone attending, or present, at the Committee meeting is making, or intends to make, an audio recording or film of the meeting.
2. Questions from members of the public.
3. Apologies for absence.
4. Declarations of disclosable pecuniary or other interests.
5. To approve as an accurate record the minutes of the previous meeting of the Management and Establishment Committee meeting held on the 11<sup>th</sup> October 2021.
6. To receive and consider the action log for 2021-2022.
7. To note the SO51 decision to agree to establish an Employee Assistance Programme for all Town Council employees.
8. To appoint a lead councillor for the communication strategic priority.
9. To receive and consider the NALC briefing on the Ofcom review of postal regulations and to consider a response.
10. To receive an update from the Chair on plans for the Queen's Platinum Jubilee.
11. To consider and agree the arrangements for the Civic Sunday Service.

12. To consider and agree the draft Civic Award Policy.
13. To agree to recommend to Town Council that no amendments are required to the current Standing Orders.
14. To note the Freedom of Information Act Request and email to the Mayor and agree a response.
15. To approve the job description, person specification and advert for the post of Building Supervisor and to agree the recruitment timetable.
16. To agree the recruitment timetable for a fourth Council Community Support Officer.
17. To consider and agree any communication messages arising from this meeting.
18. To resolve to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

#### **Part B**

19. To receive and consider a report from the Clerk and Deputy Clerk on staffing and to agree any actions required.
20. To note and approve the automatic salary increments for relevant staff from 1<sup>st</sup> April 2022.
21. To receive a report from the Chair on the resolution of a councillor matter.