



**Poynton with Worth
Town Council**

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

Date: 8th June 2022

You are summoned to a meeting of the Town Council's Management & Establishment Committee to be held at 8.00pm on Monday 13th June 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 17th January 2022.
6. To receive and consider the action log for 2022-2023.
7. To note the SO51 decision to agree a response to the Freedom of Information Act Request.
8. To receive and consider the report from the Deputy Clerk on Facebook use.
9. To consider Civic and Community Projects to enhance our surroundings and relationships with the residents and the response of Councillors to them.
10. To receive an update on the Civic Service.

11. To consider and agree any communication messages arising from this meeting.
12. 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

13. To receive and consider a report from the Clerk on staffing and to agree any actions required.
14. To receive and approve the draft job description for the Communities Co-ordinator.
15. To receive and consider a report from the Clerk on protocol and etiquette for local and national events.