

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 14th March 2013

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 19th March** in the Vernon Room, Civic Hall, Poynton.

AGENDA

1. Apologies for absence
2. Declarations of interest
3. To approve the minutes of the meeting held on 11th December 2012
4. To review with representatives of the Cheshire Association of Local Councils (ChALC) the Town Council's future membership of that organisation
5. To approve a draft advertisement, job description and person specification for a part-time Adult Health and Wellbeing Coordinator
6. To receive and consider an updated Town Council workload matrix
7. To consider draft changes made to the Town Council's Standing Orders with a view to recommending them for adoption at the Town Council meeting on 25th March 2013
8. To consider a protocol concerning the passing of former Parish and Town Councillors, Chairmen and Mayors

Yours Faithfully,

**MALCOLM ADAMS
TOWN CLERK**