

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 19th June 2013

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 25th June** at the Civic Hall, Poynton.

AGENDA

PART A

1. Apologies for absence
2. Declarations of Disclosable Pecuniary or Other Interests
3. To approve the minutes of the meeting held on 30th April 2013
4. To receive an update of the Town Council Workload Matrix

PART B

The public and media are not admitted to PART B of this meeting – Standing Order 69(b)i, ii and iv) refers

5. To consider nominations for Town Council Civic Awards for 2013
6. To receive a proposal from the Clerk concerning the retention of an employment law/HR service
7. Verbal update from the Clerk on the position of Adult Health and Wellbeing Coordinator

Yours Faithfully,

**MALCOLM ADAMS
TOWN CLERK**