

**POYNTON WITH WORTH TOWN COUNCIL**

**Civic Hall, Poynton**

Date: 24<sup>th</sup> July 2013

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 30<sup>th</sup> July 2013** 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 25<sup>th</sup> June 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 and iv) refers**

5. To receive a written staffing update from the Clerk

Yours Faithfully,

**MALCOLM ADAMS  
TOWN CLERK**