

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 23rd October 2014

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 28th October 2014** 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 23rd September 2014.
4. To receive a written update from the Clerk on the recording/reporting of Council meetings.

PART B

**The public and media are not admitted to PART B of this meeting –
Town Council Standing Order 71(b)(i) refers**

5. To receive a written update from the Clerk on staffing.

Yours Faithfully,

**MALCOLM ADAMS
TOWN CLERK**