

# POYNTON WITH WORTH TOWN COUNCIL

## Civic Hall, Poynton

Date: 14<sup>th</sup> October 2015

You are summoned to a meeting of the Management and Establishment Committee to be held at 8pm on **Monday 19<sup>th</sup> October 2015** at the Civic Hall, Poynton.

### AGENDA

#### PART A

1. Apologies for absence.
2. Declarations of Disclosable Pecuniary or Other Interests.
3. To approve as an accurate record the minutes of the meeting held on 6<sup>th</sup> July 2015.
4. To receive a verbal update on the review of the Town Council's Standing Orders by the Working Group.
5. To consider proposals from Cllr Mrs S-J Gilmore for improved project management and communication thereof.
6. To consider proposals about updating the Town Council web-site.
7. To consider improving the business processes of the Town Council.
8. To consider an article for the Poynton Post titled 'The Old and the New Clerk'.
9. To consider the proposed opening hours of the Civic Hall for Christmas and New Year 2015/16.

**PART B**

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

10. To consider Staffing issues.

11. To consider the Contract of Employment for the Clerk.

Yours Faithfully,

**Liz Osborn  
Town Clerk**