

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING HELD AT 7.30PM ON MONDAY 28<sup>TH</sup> NOVEMBER 2016 AT THE CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr I Hollingworth

Cllrs: L A Clarke, Mrs J Saunders and Mrs N Wylie

*Cllr King arrived at Part B*

12. Apologies for absence

Cllr C Gorst and H Murray

13. Declarations of disclosable pecuniary or other interests

None.

14. Approve as an accurate record the minutes of the meeting held on 3<sup>rd</sup> October 2016

The Clerk provided the following update:

- The staff Christmas lunch will be held on Thursday 22<sup>nd</sup> December 2016.
- A staff and councillor session will be considered for January 2017.
- The Civic Hall will be closed on Saturday 24<sup>th</sup> and Saturday 31<sup>st</sup> December 2016.
- The Civic Hall opening hours from the 28<sup>th</sup> to 29<sup>th</sup> December 2016 will be from 9am to 5pm and from 9am to 4.30pm on 30<sup>th</sup> December 2016.

**RESOLVED: That the minutes of the meeting held on 3<sup>rd</sup> October 2016 are approved as an accurate record (NC)**

15. Update on the amendments to the Town Council's Standing Orders from the Standing Orders Task and Finish Group

The Standing Orders Task and Finish Group have reviewed and proposed some minor amendments to the Standing Orders. It was noted that the Standing Orders require an improvement to the style of the document.

**RESOLVED: That delegated powers are given to the Chair and Vice Chair of the committee to approve the amended version of the Standing Orders to be referred to the next full Town Council meeting on the 9<sup>th</sup> January 2016 (NC)**

16. Communication Messages

**RESOLVED: That the updated Civic Hall Christmas/New Year 2016/17 opening hours are communicated (NC)**

**Part B**

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

Meeting End Time: 8.10pm