



Civic Hall, off Park Lane, Poynton, Cheshire, SK12 1RB

Date: 25th September 2018

You are summoned to a meeting of the Management and Establishment Committee to be held on Monday 1st October 2018 at 8pm in the Civic Hall, Poynton.

Yours faithfully,

Liz Osborn
Town Clerk

Agenda

Part A

1. To note if anyone attending, or present, at the Committee meeting is making, or intends to make, an audio recording or film of the meeting.
2. Questions from members of the public.
3. Apologies for absence.
4. Declarations of disclosable pecuniary or other interests.
5. To approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 9th July 2018.
6. To note the decision made under Standing Order 51 about the recruitment of a second Building Supervisor (casual).
7. To receive and consider a report from the Town Clerk on staffing issues.
8. To receive and consider the report about Health and Safety from Wirehouse Employer Services.
9. To receive and consider draft lone working procedures (to follow).
10. To review the Town Council's Civic Sunday and Civic Awards process.
11. To consider and agree any communication messages arising from this meeting.

Part B

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

12. To receive and consider an update from the Town Clerk on staffing issues.