



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

Date: 4th July 2018

You are summoned to a meeting of the Management and Establishment Committee to be held on Monday 9th July 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 16th April 2018.
6. To note the remit for the Management and Establishment Committee.
7. To receive a verbal update from the Chairman, including to note the decision taken at the meeting held under Standing Order 51 on 18th June 2018.
8. To consider revisions to the Handbook and associated policies/procedures for Town Council employees, including a new capability policy.
9. 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

10. To note the decisions made about nominations for the Town Council's civic awards taken at the meeting held under Standing Order 51 on 21st June 2018.