



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

Date: 6th February 2019

You are summoned to a meeting of the Management and Establishment Committee to be held on Monday 11th February 2019 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 1st October 2018
6. To consider the proposed amendments to the Town Council's Standing Orders, with a view to recommending them to the meeting of the Town Council on Monday 25th February 2019
7. To receive and consider a report about the role of the Town Mayor and fund raising procedures from the Town Clerk
8. To receive and consider a report about Health and Safety from the Town Clerk
9. To receive and consider for approval the pedal cycle policy
10. To receive and consider for approval the patrol policy and procedures
11. To receive and consider for approval the advisory notice procedure and notices

12. To receive and consider a report about the management arrangements in the absence of the Town Clerk and Deputy Town Clerk
13. To receive and consider a report from the Civic Sunday and Civic Awards task and finish group
14. To receive and consider a report from the Personnel task and finish group
15. To consider and approve the remits for the Standing Orders, Civic Sunday & Civic Awards and the Personnel task and finish groups
16. To note the new national pay-scales and salary award from the National Joint Council for Local Government Services (NJC) for 2019-20
17. To receive and consider an update from the Town Clerk on staffing issues
18. 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

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