

**POYNTON WITH WORTH TOWN COUNCIL**

**Civic Hall, Poynton**

Date: 5<sup>th</sup> December 2012

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 11<sup>th</sup> December** in the Civic Hall, Poynton.

**AGENDA**

1. Apologies for absence
2. Declarations of interest
3. To approve the minutes of the meeting held on 30<sup>th</sup> October 2012
4. To receive and consider an updated Town Council workload matrix
5. To receive a written brief for the Clerk concerning the Town Council's relationship with the Cheshire Association of Local Councils (ChALC)
6. To receive a written brief for the Clerk concerning Civic Hall opening hours for the Christmas and New Year period

Yours Faithfully,

**MALCOLM ADAMS  
TOWN CLERK**