

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

Date: 17th April 2024

You are summoned to a meeting of the Town Council’s Management & Establishment Committee to be held at 8.00pm on Monday 22nd April 2024 at the Civic Hall, Poynton, SK12 1RB. Press and public are welcome to attend the meeting, and members of the public may ask questions under item 2.

Yours faithfully,

Haf Barlow

Town Clerk

**Agenda**

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 Committee meeting held on the 15th January 2024.
6. To receive and consider the action log for 2023-2024.
7. To receive and consider the draft standing orders and to agree to recommend to Town Council for adoption.
8. To approve the Standing Orders Working Group remit.
9. To receive a report from the Civic Sunday Working Group and to agree recommendations.
10. To approve the Civic Sunday Working Group remit.
11. To receive an update from the Clerk in relation to naming the road to the Civic Hall, The Queen Elizabeth II Way.
12. To receive a verbal report from the Clerk on the arrangements for Remembrance Sunday.
13. To receive and consider the ChALC model councillor/officer protocol and to recommend to Town Council for approval.
14. To receive and consider draft guidance for councillors on Freedom of Information.
15. To receive, consider and approve the form to register gifts and hospitality.
16. To review the strategic plan priorities which have been assigned to the M&E Committee.
17. To receive and consider a report on appointment to outside bodies and working groups and agree any recommendations to Town Council.
18. To receive, consider and agree the draft sickness absence policy.
19. To resolve to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
20. To consider and agree any communication messages arising from this meeting.

**Part B**

1. To receive and consider a report from the Clerk on staffing and to agree any actions required.