



**Poynton with Worth  
Town Council**

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

Date: 7<sup>th</sup> January 2026

You are summoned to a meeting of the Town Council's Management & Establishment Committee to be held at 8.00pm on Monday 12<sup>th</sup> January 2026 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,

A handwritten signature in black ink, appearing to read 'Haf Barlow', written over a thin horizontal line.

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 23<sup>rd</sup> October 2025.
6. To note that there are currently no outstanding items on the action log.
7. To consider a report from the Clerk on the contents of the safe and to agree the recommendations.
8. To consider a report from the Clerk on items on the Strategic Plan that fall under this committee's remit and agree any action.
9. To consider the committee structure and remits as agreed by Town Council and agree recommendations to Town Council.
10. To note the actions taken under SO51 to agree the appointment of a replacement administrative officer and council community support officer.

11. 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.
12. To receive a report from the Clerk on staffing and agree the recommendations included in the report.