

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 11th December 2013

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 17th December 2013** at the Civic Hall, Poynton.

AGENDA

1. Apologies for absence.
2. Declarations of Disclosable Pecuniary or Other Interests.
3. To approve the minutes of the meeting held on 5th November 2013.
4. To review the latest revisions to the Town Council's Standing Orders, as previously recommended by M&E and deferred from the resumed Town Council meeting of 2nd December 2013.
5. To consider proposed new Disciplinary/ Dismissal and Grievance Procedures for Civic Hall staff.
6. To note action taken under SO 51 to approve the Christmas and New Year opening hours for the Civic Hall, and to consider a request to close the Civic Hall from noon to 2pm on Monday 23rd December 2013.

Yours Faithfully,

**MALCOLM ADAMS
TOWN CLERK**