

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 10th December 2014

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Tuesday 16th December 2014** at the Civic Hall, Poynton.

AGENDA

1. Apologies for absence.
2. Declarations of Disclosable Pecuniary or Other Interests.
3. To approve as an accurate record the minutes of the meeting held on 28th October 2014.
4. 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 5th January 2015.
5. To discuss the style and format of Town Council minutes.
6. To consider the proposed opening hours of the Civic Hall for Christmas and New Year.

Yours Faithfully,

**MALCOLM ADAMS
TOWN CLERK**