

**POYNTON WITH WORTH TOWN COUNCIL**

**Civic Hall, Poynton**

Date: 2<sup>nd</sup> December 2015

You are summoned to a meeting of the Management and Establishment Committee to be held at 7pm on **Monday 7<sup>th</sup> December 2015** 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 19<sup>th</sup> October 2015.
4. To consider improving the business processes of the Town Council.
5. To consider an article for the Poynton Post titled 'The Old and the New Clerk'.
6. To receive an update from the Standing Orders Task and Finish Group.

Yours faithfully,

**Liz Osborn  
Town Clerk**