

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 28th September 2016

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Monday 3rd October 2016** at the Civic Hall, Poynton.

AGENDA

Part A

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 4th July 2016.
4. To consider the proposed opening hours of the Civic Hall for Christmas and New Year 2016/17.
5. To consider and agree any communication messages arising from this meeting.

Part B

The public and media are not admitted to Part B of this meeting – Town Council Standing Order 71(b) (i) refers

6. To receive an update from the Clerk on staffing.

Yours faithfully,

**Liz Osborn
Town Clerk**