

**POYNTON WITH WORTH TOWN COUNCIL**

**Civic Hall, Poynton**

Date: 23<sup>rd</sup> November 2016

You are summoned to a meeting of the Management and Establishment Committee to be held at **7.30pm on Monday 28<sup>th</sup> November 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 3<sup>rd</sup> October 2016.
4. To receive an update on the amendments to the Town Council's Standing Orders from the Standing Orders Task and Finish Group.
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 and consider an update from the Clerk on staffing.

Yours faithfully,

**Liz Osborn  
Town Clerk**