

**POYNTON WITH WORTH TOWN COUNCIL**

**Civic Hall, Poynton**

Date: 5<sup>th</sup> September 2012

You are summoned to a meeting of the Management and Establishment Committee to be held at **7pm** on Monday 10<sup>th</sup> September in the Civic Hall, Poynton.

**AGENDA**

**PART A**

1. Apologies for absence
2. Declarations of interest
3. To approve the minutes of the meeting held on 26<sup>th</sup> June 2012
4. To receive and consider an updated Town Council workload matrix

**PART B**

**The public and media are not admitted to PART B of this meeting –  
Standing Order 69(b)(i) refers**

5. To receive a staffing update from the Clerk

Yours Faithfully,

**MALCOLM ADAMS  
TOWN CLERK**