



**Poynton with Worth**  
Town Council

**Civic Hall, off Park Lane, Poynton, Cheshire, SK12 1RB**

Date: 17<sup>th</sup> February 2021

You are summoned to a meeting of the Management and Establishment Committee to be held via Microsoft Teams (downloaded app) on Monday 22<sup>nd</sup> February 2021 at 8pm.

Press and public are welcome to attend the meeting, and members of the public may ask questions under item 2. Please contact the Town Clerk at [haf.barlow@poyntontowncouncil.gov.uk](mailto:haf.barlow@poyntontowncouncil.gov.uk) or telephone 01625 872238 for access details for the Microsoft Teams Meeting.

Yours faithfully,

Haf Barlow  
Town Clerk

**Agenda**

1. To note if anyone attending, or present, at the Committee meeting is making, or intends to make, an audio recording or film of the meeting.
2. Questions from members of the public.
3. Apologies for absence.
4. Declarations of disclosable pecuniary or other interests.
5. To approve as an accurate record the minutes of the previous meeting of the Management and Establishment Committee meeting held on 19<sup>th</sup> January 2021.
6. To receive and consider the action log for 2020-2021.
7. To receive and consider the proposal from resident Tony Penny, to create a Poynton Legacy Fund.
8. To agree a response to the Cheshire East Food Charter.
9. To receive and consider the draft resilience plan and the report from the Town Clerk.
10. To consider a verbal report from the Clerk on Civic Sunday and agree any recommendations.

11. To consider and agree the headings for the annual report and to agree contributions.
12. To receive a report from the Clerk on the standing orders.
13. To receive an update from the Mayor in relation to the Town Council Business Survey.
14. To consider and agree any communication messages arising from this meeting.

### **Part B**

15. To receive and consider a report from the Clerk and Deputy Clerk on staffing issues and to approve any recommendations contained therein.
16. To receive a verbal report from the Clerk on recruitment of the Operations Manager and Caretaker and to confirm the decisions made by the recruitment panel.