



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

Date: 7<sup>th</sup> July 2021

You are invited to a meeting of the Management and Establishment working group to be held via Microsoft Teams (downloaded app) on Monday 12<sup>th</sup> July 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 receive and consider the action log for 2020-2021.
6. To receive and consider an update on the arrangements for Civic Sunday and agree any recommendations.
7. To agree and consider the use of an email disclaimer for Councillors.
8. To receive and agree consider the Strategic Plan update and to note progress.
9. To receive and consider the updates to the resilience plan.
10. To receive and consider the draft safeguarding policy and procedure.
11. To receive and consider the holiday policy and agree any recommendations.

12. To consider and agree any communication messages arising from this meeting.

**Part B**

13. To receive and consider a report from the Clerk and Deputy Clerk on staffing issues.