

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 3rd February 2016

You are summoned to a meeting of the Management and Establishment Committee to be held at **8pm on Monday 8th February 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 13th January 2016.
4. To receive a letter, dated 18th January 2016, from the Operations Manager/ Deputy Clerk to the Clerk, with formal notice of resignation.
5. To receive a letter, dated 1st February 2016, from the Minibus Co-ordinator to the Clerk, with formal notice of resignation.

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 approve as an accurate record the minutes of the decisions taken under Standing Order 71(b) (i) at the meeting held on 13th January 2016.
7. To receive a written update from the Clerk on staffing issues.
8. To consider a written report from the Clerk with a draft re-structure of the Town Council staff team.

Yours faithfully,

**Liz Osborn
Town Clerk**