

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 6th April 2016

You are summoned to a meeting of the Management and Establishment Committee to be held at **7pm on Monday 11th April 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 29th March 2016.

Part B

The public and media are not admitted to Part B of this meeting – Town Council Standing Order 71(b) (i) refers

4. To receive an update from the Clerk on staffing.
5. To receive and consider the draft job description and employee specification for the new Communities Co-ordinator post.
5. To receive and consider an update on the recruitment process for the new Deputy Clerk.
6. To note action taken under SO 51 regarding the Operations Manager recruitment and to consider further the recruitment process.
7. To receive and consider an update on job descriptions and employee specifications.
8. To review the request for leave of absence by Cllr Mrs T Lorde.

Yours faithfully,

**Liz Osborn
Town Clerk**