

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 10th February 2016

You are summoned to an Extraordinary meeting of the Management and Establishment Committee to be held at **8pm on Monday 15th 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 8th February 2016.

Part B

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

5. To receive and consider a written update from the Clerk on staffing issues.
4. To receive and consider a written report from the Clerk with a draft re-structure of the Town Council staff team.

Yours faithfully,



**Liz Osborn
Town Clerk**