

**POYNTON WITH WORTH TOWN COUNCIL**

**Civic Hall, Poynton**

Date: 16<sup>th</sup> March 2016

You are summoned to an Extraordinary meeting of the Management and Establishment Committee to be held at **7pm on Monday 21<sup>st</sup> March 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 22<sup>nd</sup> 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**

4. To receive and consider the draft re-structure of the Town Council staff team.
5. To receive and consider the draft job description and employee specification for the new Deputy Clerk post.
6. To receive and consider the draft media advertisement and recruitment timetable.
7. To receive and consider an update on job descriptions.

Yours faithfully,



**Liz Osborn  
Town Clerk**