



Date: 14th January 2021

You are summoned to a meeting of the Facilities, Infrastructure and Economic Development Committee to be held via Microsoft Teams (downloaded app) at 7.30pm on Tuesday 19th January 2021.

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 or telephone 01625 872238 for access details for the Microsoft Teams Meeting.

Yours faithfully,

Haf Barlow
Town Clerk

A G E N D A

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 approve as an accurate record the minutes of the Facilities, Infrastructure and Economic Development Committee meeting held on 30th November 2020.
6. To discuss the draft job description for the Operations Manager role and to recommend to M&E the job description for approval.
7. To discuss the draft job description for the Caretaker role and to recommend to M&E the job description for approval.
8. To consider and agree any communication messages arising from this meeting.