



Civic Hall, off Park Lane, Poynton, Cheshire, SK12 1RB

Date: 14th January 2021

You are summoned to a meeting of the Management and Establishment Committee to be held via Microsoft Teams (downloaded app) on Tuesday 19th January 2021 at 8.30pm.

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

Agenda

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 previous meeting of the Management and Establishment Committee meeting held on 2nd November 2021.
6. To approve the job description, person specification, job advertisement for the role of Operations Manager and to agree the membership of the recruitment panel and timetable for recruitment.
7. To approve the job description, person specification, job advertisement for the role of Caretaker and to agree the membership of the recruitment panel and timetable for recruitment.