

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 17th February 2016

You are summoned to an Extraordinary meeting of the Management and Establishment Committee to be held at **7pm on Monday 22nd 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 15th 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 job description and employee specification for the new Deputy Clerk post.
5. To receive and consider the draft media advertisement and recruitment time-table.
6. To receive and consider an update on job descriptions.

Yours faithfully,



**Liz Osborn
Town Clerk**