

POYNTON WITH WORTH TOWN COUNCIL

Civic Hall, Poynton

Date: 22nd March 2016

You are summoned to an Extraordinary meeting of the Management and Establishment Committee to be held at **7.30pm on Tuesday 29th 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 21st March 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 an update on the recruitment process for the new Deputy Clerk post.
5. To receive and consider the correspondence from the Finance and Hirings Manager.
6. To receive and consider updates on job descriptions.

Yours faithfully,

**Liz Osborn
Town Clerk**