

**COTGRAVE TOWN COUNCIL**  
SUITE F, COTGRAVE BUSINESS HUB,  
CANDLEBY LANE, COTGRAVE, NOTTINGHAMSHIRE, NG12 3US  
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**Mrs J Stephenson – Town Clerk**

6<sup>th</sup> October 2025

Dear Sir/Madam,

You are invited to attend the meeting of the Personnel Committee which will be held **on Friday 10<sup>th</sup> October 2025 at 2pm** in the Council Office, to transact the business specified below.

Members of the press and public are welcome to observe the proceedings. Time is allowed for brief public participation. (Please forward details of any issues to the Town Clerk prior to the meeting).

**Should any confidential matters be discussed at the meeting, the press and public will then be excluded from the meeting, as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

Yours faithfully

*J D Stephenson*

**Mrs J Stephenson  
Town Clerk**

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#### **AGENDA**

1. To receive apologies for absence.
  2. Declarations of Interest.
  3. Public Open Session.
  4. Minutes of the Personnel Committee Meetings held on 15<sup>th</sup> July 2025 - to note and approve.
  5. Grounds Maintenance Operative Position.
  6. Staffing issues.
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