

COTGRAVE TOWN COUNCIL
COTGRAVE LEISURE CENTRE, WOODVIEW,
COTGRAVE, NOTTINGHAMSHIRE, NG12 3PJ
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Mrs J Stephenson – Town Clerk

20th January 2016

Dear Sir/Madam,

There will be a **Personnel Committee** meeting which will be held in Studio 4 of Cotgrave Leisure Centre on Wednesday 27th January 2016 at 7.00 pm, 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

Mrs J Stephenson
Town Clerk

AGENDA

1. To receive apologies for absence.
 2. Declarations of Interest
 3. Public Open Session
 4. To make arrangements for the appraisals of the Clerk and the Administration Manager.
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