

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

16<sup>th</sup> February 2016

Dear Sir/Madam,

There will be a **Personnel Committee** meeting which will be held in Studio 4 of Cotgrave Leisure Centre on Wednesday 24<sup>th</sup> February 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

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**AGENDA**

1. To receive apologies for absence.
  2. Declarations of Interest
  3. Public Open Session
  4. Staff Pay Review
  5. Staff Holiday – to review contractual terms
  6. Holiday approval for a member of staff
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