

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

31st August 2016

Dear Sir/Madam,

There will be a **Personnel Committee** meeting which will be held in the meeting room at Cotgrave Futures on Wednesday 28th September 2016 at 7pm, 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 discuss and arrange staff appraisals and consider pay reviews.
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Note

The Personnel Committee members are: Councillors R Butler, S Gardner, L Healy, C Jeffreys, J Mileham, I Shaw and V Wood.