

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

5th January 2017

Dear Sir/Madam,

There will be a **Personnel Committee** meeting which will be held in the meeting room at Cotgrave Futures on Tuesday 10th January 2017 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 a staffing matter.
 5. To note the increase in the National Minimum Wage from 1st April 2017.
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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.