

**-Cotgrave Town Council Personnel Meeting  
31<sup>st</sup> May 2017**

Present : Councillors V Wood (Chairman), R Butler, S Gardner, L Healy,  
J Mileham and I Shaw.

In Attendance : The Clerk.

The meeting was held at Cotgrave Futures and started at 7.00pm.

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**Declarations of Interest**

0000 No declarations were given.

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**Public Open Session**

0000 No members of the public were present.

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**Staffing Matter – Staff Absences**

0000 The personnel committee were informed that the Administration Manager is absent and a sick note has been received for a further two weeks.

0000 Due to the current workload, it has been suggested that if the period of absence continues, a temporary office staff member should be considered, until the member of staff is able to return to work.

0000 Nottinghamshire Association of Local Councils can suggest locum staff, who would be available to cover the period of absence.

0000 The Personnel committee advised the Clerk to contact all members of Council and seek approval to cover the absence, if necessary, if another sick note is received.

0000 **Recommendation** : 'To cover the staff absence with a temporary locum.'

**Staffing Matter – Staff Duties**

0000 A resignation has been received from one of the park keepers, with immediate effect.

0000 The position will be considered for replacement and the current duties are being covered by a member of the ground staff team.

There being no further business the meeting ended at 7.17pm.

Chairman..... Signed as a True Record (Date).....