

**COTGRAVE TOWN COUNCIL**  
COTGRAVE LEISURE CENTRE, WOODVIEW,  
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**Mrs J Stephenson – Town Clerk**

4<sup>th</sup> January 2018

Dear Sir/Madam,

There will be a **Personnel Committee** meeting which will be held at Cotgrave Futures on Wednesday 10<sup>th</sup> January 2018 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

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**AGENDA**

1. To receive apologies for absence.
2. Declarations of Interest
3. Public Open Session

**The propose that the press and public will be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

4. Staffing Matters
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