

COTGRAVE TOWN COUNCIL
COTGRAVE LEISURE CENTRE, WOODVIEW,
COTGRAVE, NOTTINGHAMSHIRE, NG12 3PJ
TELEPHONE: (0115) 989 3876 FAX: (0115) 989 0439
Web Site: www.cotgrave-tc.gov.uk
E Mail: clerk@cotgrave-tc.gov.uk

Mrs J Stephenson – Town Clerk

31st October 2019

Dear Sir/Madam,

There will be a **Personnel Committee** meeting which will be held in the Council Office on Wednesday 6th November at 3 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

AGENDA

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

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
 - a) Appraisals
 - b) Salaries
5. New Council Staff Handbook.
6. Councillor Allowances.

Note

The Personnel Committee members are: Councillors S Gardner (Chairman), R Butler, S Ellis, L Healy, C Jeffreys, I Shaw and D Stothard.