

**COTGRAVE TOWN COUNCIL**  
SUITE F, COTGRAVE BUSINESS HUB,  
CANDLEBY LANE, COTGRAVE, NOTTINGHAMSHIRE, NG12 3US  
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**Mrs J Stephenson – Town Clerk**

16<sup>th</sup> November 2023

Dear Sir/Madam,

There will be a **Personnel Committee** meeting which will be held **on Monday 20<sup>th</sup> November 2023 at 1.15 pm** in the Council Office, 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

*J D Stephenson*

**Mrs J Stephenson  
Town Clerk**

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**AGENDA**

1. To receive apologies for absence.
2. Declarations of Interest
3. Public Open Session
4. Minutes of the Personnel Committee Meetings held on 16<sup>th</sup> and 30<sup>th</sup> October 2023 – to note.
4. Staff Handbook – to confirm amendments to the policy.

**The press and public will be excluded from the meeting during consideration of the following item/s 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.**

5. Staffing Matters
  6. Staff Pay Structure
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