

COTGRAVE TOWN COUNCIL
SUITE F, COTGRAVE BUSINESS HUB,
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Mrs J Stephenson – Town Clerk

18th March 2025

Dear Sir/Madam,

You are invited to attend the meeting of the Personnel Committee which will be held **on 25th March 2025 at 11am** 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**

AGENDA

1. To receive apologies for absence.
2. Declarations of Interest
3. Public Open Session
4. Minutes of the Personnel Committee Meetings held on 3rd February 2025 - to note and approve.

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 (Admission to Meetings) Act 1960.

5. Appraisals - to update of staff appraisals.
 6. Staffing Issues – to discuss.
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