

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Tuesday 21st July 2026 at 7.00pm

Present:

Councillor B Massey (Chair)
Councillor A Shearring
Councillor R Crosbie
Councillor L Kelly

In attendance: Town Clerk

SC87. Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from
Councillor D Eley.

SC88. Confirmation of Minutes

The minutes of the meeting held on 12 May 2026 were
APPROVED and signed by the chair.

Proposed: Councillor Shearring

Seconded: Councillor Crosbie

Vote: All in Favour

SC89. Events & Marketing Officer

Proposal: It was agreed that the interview applicants would be
selected, with interviews to take place on Wednesday, 5 August
2026. The interview panel will comprise Councillors Massey and
Crosbie, together with the Town Clerk.

Proposed: Councillor Massey

Seconded: Councillor Crosbie

Vote: All in Favour

SC90. Town Clerk Appraisal

The Committee completed the Town Clerk's annual appraisal for
2026/27 and **AGREED** that the Town Clerk had demonstrated an
excellent level of performance, resulting in an overall excellent
appraisal outcome.

The Committee also discussed future objectives, which will be
implemented during the forthcoming appraisal period. It was
AGREED that the Town Clerk would obtain further information,
including the associated budget, for undertaking the Institute of
Leadership & Management (ILM) Level 5 Award, and report
back to the Staffing Committee for consideration.

SC91. Work Experience

The Committee **NOTED** the Town Clerk's debrief report on the work experience placements undertaken by a student in June 2026. Following the success of the programme, it was **AGREED** to continue offering work experience placements to interested students during the next academic year.

SC92. Report to Council

- Recruitment of the Events & Marketing Officer
- Completion of the Town Clerks Appraisal 2026/27.
- Work Experience Student Debrief Report

SC93. Next Meeting Date

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.38pm.

Signed.....

Date: TBC

Chairman of the Meeting