

# **STAFFING A G E N D A**

**For a Meeting to be held at 6.00pm  
Monday 12th May 2025  
Conference Room**

**At Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

**PRIVATE & CONFIDENTIAL**

**Membership:**

Councillor Shearring  
Councillor Eley

Councillor Perham Lake  
Councillor Crosbie

Councillor Thompson

**Karen Atkins  
South Woodham Ferrers  
Town Clerk  
6th May 2025**



**1 Apologies for Absence**

To **RECEIVE** and **ACCEPT** any apologies for absence.

**2 Confirmation of Minutes**

To **APPROVE** the minutes of the Staffing meeting held on 11<sup>th</sup> February 2025.

**3 Staff Update**

Town Clerk to update committee on current staff.

**4 Events & Marketing Officer**

Committee to receive an update on the new member of staff selected for the Events & Marketing Officer role.

**5 Town Clerk Appraisal**

Committee to discuss the Town Clerks yearly appraisal. Forms sent with agenda to all chairs for feedback. To be returned to the Town Mayor by 9/5/2025.

**6 Items To Note**

The Town Clerk has terminated the sim only contract deal with Talk Mobile for £7.95 per month.

**7 Report to Council**

To agree items for report to the next Council meeting on the 13th of May 2025.

**8 Next meeting date**

Next date to be agreed.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**