

STAFFING A G E N D A

**For a Meeting to be held at 6.00pm
Monday 18th August 2025
Conference Room**

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

PRIVATE & CONFIDENTIAL

Membership:

Councillor A Shearring
Councillor D Eley

Councillor L Kelly
Councillor R Crosbie

Councillor A Humphrey

**Karen Atkins
South Woodham Ferrers
Town Clerk
12th August 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 12th May 2025.

3 Staff Matters

Town Clerk to provide an update on current staff wellbeing and any staffing concerns.

4 NALC Pay Increase

Committee to **NOTE** the NALC cost of living pay rise for 25/26 has been approved and awarded to all staff in the August 2025 salary. This is backdated to April 2025. This was a 3.2% increase for scale points 2 – 43. Pro rata for part time staff.

5 Staff Pay Review

Committee to consider a potential additional salary adjustment for a member of staff with an update provided by the Town Clerk.

6 Report to Council

To agree items for report to the next Council meeting on the 21st of October of May 2025.

7 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.