

# **STAFFING AGENDA**

**For a Meeting to be held at 6.30pm  
Tuesday 21<sup>st</sup> October 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  
15th October 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 18th August 2025.

**3 Staff Matters**

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

All staff have had 1:1 meeting with the Town Clerk on Thursday 16<sup>th</sup> October 2025.

**4 Temporary Fixed contract.**

Committee to agree the contract and advertising of a temporary member of staff for 6 months to cover staff absence.

**5 Training**

Committee to **NOTE** the Town Clerk has completed the qualification PIALC – England (Principles of Internal Auditing Local Councils) on 7<sup>th</sup> September 2025.

**6 Report to Council**

To agree items for report to the Council meeting on the 21st of October 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.**