

STAFFING A G E N D A

**For a Meeting to be held at 7pm
Tuesday 18th November 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 November 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 21st October 2025.

3 Temporary Fixed contract.

Committee to discuss the six-month fixed term Environment Support Operative position.

4 Christmas Holiday Period

Committee to consider the proposed one-day closure of the Town Council office on Friday 2nd January 2026 with normal operations resuming Monday 5th January 2026.

5 Report to Council

To agree items for report to the Council meeting on the 18th of November 2025.

6 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.