

# **STAFFING AGENDA**

**For a Meeting to be held at 6.30pm  
Tuesday 12th May 2026  
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

**Karen Atkins  
South Woodham Ferrers  
Town Clerk  
6th May 2026**



**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 24th February 2026.

**3 ESO Position**

Town Clerk to provide an update on the end of the temporary 6-month fixed term contract for the Environment Support Operative.

**4 Events & Marketing Officer**

Committee to consider the recruitment of an Events & Marketing Officer.

**5 Town Clerk Appraisal**

Committee to discuss the Town Clerks yearly appraisals. Forms to be sent with the agenda to all Staffing Committee members and Committee Chairs for feedback. To be returned to the Town Mayor by 11<sup>th</sup> May 2026.

**6 Work Experience**

Committee to consider a request for student work experience 22-26 June 2026.

**7 Report to Council**

To agree items for report to the next Council meeting on the 12th of May 2026.

**8 Next Meeting date**

Next meeting date to be confirmed by the Town Clerk.

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