SOUTH WOODHAM FERRERS
TOWN COUNCIL
LORDS OF THE MANOR OF CHAMPIONS

Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ
Tel. 01245 321817

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STAFFING
A G E N D A

For a Meeting to be held at 7.00pm
Tuesday 1st December 2026
Conference Room

At Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers

PRIVATE & CONFIDENTIAL

Membership:

Councillor B Massey	Councillor L Kelly	Councillor R Crosbie
Councillor D Eley	Councillor Shearring	

Karen Atkins
South Woodham Ferrers
Town Clerk
25th November 2026
KAtkins

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 1st September 2026.

3 Events & Marketing Officer
Committee to receive an update on the appointment of the Events & Marketing Officer.

4 Staff Christmas Eve Leave

To consider a request from the Town Clerk.

5 Items to Note

- The Town Clerk will hold all annual staff appraisals in February 2027.
- One-to-one meetings with all staff members were completed in September 2026.
- The Town Clerk is obtaining a quotation from WorkNest for online training for councillors.

6 Report to Council

To agree items to report to the Council meeting on 19 January 2027.

7 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.