

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Wednesday 22nd January 2025 at 6.30pm

Present:

Councillor A Shearring (Chair)
Councillor D Eley
Councillor D Thompson

In attendance: Town Clerk

SC30. Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from
Councillor Perham Lake and Crosbie

SC31. Confirmation of Minutes

The minutes of the meeting held on 10 May 2024 & 12 November
2024 were **APPROVED** and signed by the chairs.

Proposed: Councillor Shearring

Seconded: Councillor Eley

Vote: All in Favour

SC32. Staff & Councillor Update

The Town Clerk updated committee on staff and councillors.

SC33. Events & Marketing Officer

Committee considered the attached job description and job
advertisement to appoint a part time member of staff in an
events and marketing role.

Proposal: To approve the job description and advertisement.

Town Clerk to state the pro rata salary. This will be advertised
from Monday 27th January 2025 to Friday 28th February 2025.

Proposed: Councillor Shearring

Seconded: Councillor Eley

Vote: **All in Favour**

SC34. Items to Note

The Town Clerk's mobile Sim only Deal is with TalkTalk at £7.95
per month and all Councillors have been notified of the new
number.

SC35. Report to Council

Approval of new staff member in the role of Events & Marketing
Officer.

SC36. Next Meeting Date

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.35pm.

Signed.....

Date: TBC

Chairman of the Meeting