

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Tuesday 11th February 2025 at 6.30pm

Present:

Councillor A Shearring (Chair)
Councillor T Perham Lake
Councillor D Eley
Councillor D Thompson
Councillor R Crosbie

In attendance: Town Clerk

SC37. Apologies for Absence

No apologies for absence received.

SC38. Confirmation of Minutes

The minutes of the meeting held on 22 January 2025 were
APPROVED and signed by the chair.

Proposed: Councillor Eley

Seconded: Councillor Thompson

Vote: All in Favour

SC39. Staff Update

The Town Clerk updated committee on a request from a member of staff at a meeting on 31st January 2025 to permanently reduce his hours to 20 hours per week – four hours per day Monday-Friday 8.00am -12.00 midday.

Proposal: To agree to reduce the staff members working hours from 1/2/2025 requested with a Town Council headed letter of confirmation and a signed change to his contract. Held on file and reviewed every six months.

Proposed: Councillor Thompson

Seconded: Councillor Crosbie

Vote: All in Favour

SC40. Events & Marketing Officer

The Town Clerk updated committee regarding the applications received to date. Committee to review job vacancy based on applications received at the agreed closing date of 28th February 2025.

SC41. Safer Recruitment Policy

Committee considered the attached new policy for recommendation to Council on 18th March 2025.

Proposal: To recommend the new policy to Council on the 18th of March 2025.

Proposed: Councillor Thompson
Seconded: Councillor Crosbie
Vote: All in Favour

SC42. Report to Council
• **Safer Recruitment Policy**

SC43. Next Meeting Date
Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.08pm.

Signed.....

Date: TBC

Chairman of the Meeting