

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Friday 12th May 2025 at 6.00pm

Present:

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

In attendance: Town Clerk

SC44. Apologies for Absence

Apologies for absence was received and **ACCEPTED** from
Councillor Perham Lake.

SC45. Confirmation of Minutes

The minutes of the meeting held on 11 February 2025 were
APPROVED and signed by the chair.

Proposed: Councillor Eley

Seconded: Councillor Thompson

Vote: All in Favour

SC46. Staff Update

The Town Clerk updated committee that all the staff had
completed a 1:1 meeting with the Town Clerk.

SC47. Events & Marketing Officer

The Town Clerk updated committee on the new member of staff
scheduled to start employment on the 21/5/2025. References
had been received and were circulated to committee.

SC48. Town Clerk Appraisal

Committee completed the Town Clerks appraisal and the report
was signed by the Town Mayor and the Town Clerk. This will be
filed on the personnel file. The Town Clerk was thanked for all her
hard work over the last year.

SC49. Items to Note

It was **NOTED** The Town Clerk has terminated the sim only contract
deal with Talk Mobile for £7.95 per month.

SC50. Report to Council

- Staff 1:1 completed.
- Events & Marketing Officer – Start date.
- Termination of the Town Clerks mobile phone contract.

SC51. Next Meeting Date

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.03pm.

Signed.....

Date: TBA

Chairman of the Meeting