

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Tuesday 21st October 2025 at 6.30pm

Present:

Councillor A Shearring (Chair)
Councillor D Eley
Councillor L Kelly

In attendance: Town Clerk

SC59. Apologies for Absence

Absent: Councillors Crosbie and Humphrey

SC60. Confirmation of Minutes

The minutes of the meeting held on 12th May 2025 were
APPROVED and signed by the chair.

Proposed: Councillor Kelly

Seconded: Councillor Eley

Vote: All in Favour

SC61. Staff Matters

The Town Clerk updated committee on current staff wellbeing and other staff updates. It was **NOTED** all staff have had 1:1 meeting with the Town Clerk on Thursday 16th October 2025.

SC62. Temporary Fixed contract

Proposal: To agree the Town Clerk to advertise for a temporary employee on a fixed term contract for 6 months cover. Worknest HR has reviewed the contract.

Proposed: Councillor Shearring

Seconded: Councillor Kelly

Vote: All in Favour

SC63. Training

Committee **NOTED** the Town Clerk has completed the qualification PIALC – England (Principles of Internal Auditing Local Councils) on 7th September 2025.

SC64. Report to Council

- Town Clerk completion of the PIALC qualification.

SC65. Next Meeting Date

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.00pm.

Signed.....

Date: TBA

Chairman of the Meeting