

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Tuesday 18th November 2025 at 7.00pm

Present:

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

In attendance: Town Clerk

SC66. Apologies for Absence

Absent: Councillors Crosbie and Humphrey

SC67. Confirmation of Minutes

The minutes of the meeting held on 21st October 2025 were
APPROVED and signed by the chair.

Proposed: Councillor Eley

Seconded: Councillor Kelly

Vote: All in Favour

SC68. Temporary Fixed Contract

The Town Clerk updated committee on the application received for
the Fixed Term Six Month ESO vacancy following the
closing date of the vacancy on the 14/11/2025.

Proposal: To accept the applicant for the six-month fixed
contract role starting 24/11/2025.

Proposed: Councillor Shearring

Seconded: Councillor Kelly

Vote: Carried

1 Abstain

SC69. Christmas Holiday Period

Proposal: To agree a one-day closure of the Town Council office
on Friday 2nd January 2026 with normal operations resuming from
Monday 5th January 2026.

Proposed: Councillor Kelly

Seconded: Councillor Shearring

Vote: All in Favour

SC71. Report to Council

- Employment of the ESO on a fixed six-month contract.

SC72. Next Meeting Date

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.12pm.

Signed.....

Date: TBA

Chairman of the Meeting