

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Tuesday 12th May 2026 at 6.30pm

Present:

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

In attendance: Town Clerk

SC79. Apologies for Absence

No apologies for absence.

SC80. Confirmation of Minutes

The minutes of the meeting held on 24 February 2026 were
APPROVED and signed by the chair.

Proposed: Councillor Crosbie

Seconded: Councillor Eley

Vote: All in Favour

SC81. ESO Position

Town Clerk provided an update on the end of the temporary 6-
month fixed term contract for the Environment Support Operative.

Proposal: To offer a permanent contract to the temporary fixed
term member of staff commencing upon completion of his 6-
month fixed-term contract on 26 May 2026. Training and courses
relevant to the role have been approved.

Proposed: Councillor Shearring

Seconded: Councillor Crosbie

Vote: All in Favour

SC82. Events & Marketing Officer

Committee to consider the recruitment of an Events & Marketing
Officer.

Proposal: To proceed with the advertising for the new position
for 20 hours a week, across five days a week in accordance with
the Job specification and description as presented.

Proposed: Councillor Crosbie

Seconded: Councillor Kelly

Vote: All in Favour

SC83. Town Clerk Appraisal

Proposal: To defer the Town Clerks appraisal to the next staffing meeting, pending receipt of feedback from the Staffing Committee and the Chairs of Committees.

Proposed: Councillor Shearring

Seconded: Councillor Eley

Vote: All in Favour

SC84. Work Experience

Proposal: To approve a work experience placement for a student studying A-level Politics from 24 to 26 June 2026, and to invite the student to attend the Council Meeting on Tuesday, 23 June 2026.

Proposed: Councillor Eley

Seconded: Councillor Kelly

Vote: All in Favour

SC85. Report to Council

- ESO full time position
- Approval and advertising for the Events & Marketing Officer
- Deferred Town Clerk Appraisal
- Work Experience Student

SC86. Next Meeting Date

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.10pm.

Signed.....

Date: TBC

Chairman of the Meeting