

# **STAFFING AGENDA**

**For a Meeting to be held at 6.30pm  
Tuesday 24th February 2026  
Conference Room**

**At Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

**PRIVATE & CONFIDENTIAL**

**Membership:**

Councillor A Shearring  
Councillor D Eley

Councillor L Kelly

Councillor R Crosbie

**Karen Atkins  
South Woodham Ferrers  
Town Clerk  
18th February 2026**

*KATKINS*

**1 Apologies for Absence**

To **RECEIVE** and **ACCEPT** any apologies for absence.

**2 Confirmation of Minutes**

To **APPROVE** the minutes of the Staffing meeting held on 18th August 2025.

**3 Staff Matters**

- Town Clerk to provide an update on current staff wellbeing and any staffing concerns.
- Committee to consider the end of probation for the Events & Marketing Officer.

**4 Staff Appraisals & Training**

- Committee to receive an update on staff appraisals and training.
- Committee to agree a date for the Town Clerk's yearly appraisal.

**5 Report to Council**

To agree items for report to the next Council meeting on the 24th of March 2026.

**6 Next Meeting date**

Next meeting date to be confirmed by the Town Clerk.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**