

STAFFING A G E N D A

**For a Meeting to be held at 7.00pm
Tuesday 21st July 2026
Conference Room**

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

PRIVATE & CONFIDENTIAL

Membership:

Councillor B Massey
Councillor D Eley

Councillor L Kelly
Councillor Shearring

Councillor R Crosbie

**Karen Atkins
South Woodham Ferrers
Town Clerk
15th July 2026**



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 12th May 2026.

3 Events & Marketing Officer

Committee to agree a date for interviews and approve the interview panel and interview arrangements.

4 Town Clerk Appraisal

Committee to discuss the Town Clerks yearly appraisal. Forms to be sent with the agenda to all Staffing Committee members and Committee Chairs for feedback. To be returned to the Town Mayor Cllr Bob Massey by 15th July 2026.

5 Work Experience

Committee to receive a debrief on the work experience student in June 2026.

6 Report to Council

To agree items to report to the Council meeting on 20 October 2026.

7 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.