

**SOUTH WOODHAM FERRERS TOWN COUNCIL  
STAFFING COMMITTEE**

**PRIVATE & CONFIDENTIAL**

**MINUTES** of a meeting held at Champions Manor Hall  
on Tuesday 24th February 2026 at 6.30pm

**Present:**

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

In attendance: Town Clerk

**SC73. Apologies for Absence**

No apologies for absence received.

**SC74. Confirmation of Minutes**

The minutes of the meeting held on 18th November 2025 were  
**APPROVED** and signed by the chair.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Crosbie

**Vote:** All in Favour

**SC75. Staff Matters**

The Town Clerk provided a private & confidential update to  
committee regarding staff wellbeing and staffing matters.

**SC76. Staff Appraisals & Training**

The Committee received and noted the Town Clerk's report  
regarding completion of annual staff appraisals and training  
undertaken.

**Proposal:** To approve the continuation of staff training and  
professional development relevant to individual roles and in  
accordance with contractual and operational requirements.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Shearring

**Vote:** All in Favour

**Proposal:** To agree the Town Clerks annual appraisal be  
conducted by the Staffing Committee prior to the Annual Council  
Meeting scheduled for 12 May 2026. The town Clerk will circulate  
the necessary documentation to committee members in advance of  
the review.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Shearring

**Vote:** All in Favour

**SC77. Report to Council**

- Events & Marketing Position
- Staff Appraisals

**SC78. Next Meeting Date**

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.08pm.

Signed.....

Date: TBA

Chairman of the Meeting