



**Minutes of the meeting of the Staffing Committee
of Rochford Parish Council held on
Wednesday, 4th March 2026 at 6.30 pm
At The Parish Rooms, Rochford**

In Attendance:

Councillors: Denise Crosbie
Daniel Efde
Paul Nash
Linda Thomas
Mark Vallance
Graham Whitehead
Arthur Williams

Clerk: Emma Terris

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- 27/25 To receive apologies for absence**
An apology for absence was received and accepted from Cllr Hubbad and Weir. Cllr Vallance was absent.
- 28/25 To receive any Declarations of Interests**
Cllr Williams declared an interest in agenda item 30/25.3.
- 29/25 To approve the minutes of the meeting held on Thursday, 22nd January 2026**
The minutes of the meeting held on Thursday, 22nd January 2026 were agreed and signed as a true record of the meeting.

To consider any matters of a confidential nature.

(SO: 23:1 the public and press shall be admitted to all meetings of the council or of a committee which may, however, temporarily exclude the public or press or both by means of the following resolution, viz: "That in view of the special nature of the business about to be transacted, it is the opinion of this Council advisable in the public interest that the public (and press) be temporarily excluded and they were instructed to withdraw")

- 30/25 Staffing Matters**
- 30/25.1 To receive a general update on Staffing from the Clerk**
The Clerk provided an update on staffing. The Clerk advised that she is working on producing HR policies and job descriptions for all employees which will be presented to members in due course.
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Cllr Williams proposed that work is undertaken to continue with the agreed plan to move forward with the appointment of a Deputy Clerk. This was seconded by Cllr Efde and carried by a majority vote. Cllr Whitehead abstained.

30/25.2 To discuss and possibly agree to set up a Staffing Working Party.
It was agreed that Cllrs Hubbard and Nash would work with the Clerk to produce HR policies and for the policies to be presented to Full Council for ratification.

30/25.3 To discuss a recommendation to increase the working hours of the Clerk

At 7.40 pm, the Clerk left the meeting. Cllr Crosbie minuted the meeting from this point.

The proposal put forward by Cllr Hubbard was discussed at length. Cllr Efde proposed that the Clerk is issued with a temporary variation of contract for her hours to be increased by a minimum of 5 hours a week with an upper limit of 10 hours a week for a period of six months. This was seconded by Cllr Whitehead and unanimously carried. Cllr Williams abstained.

31/25 Date of Next Meeting
To be advised.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 8.15 pm.

Minutes signed by: _____

Date: _____