

# Seascale Parish Council

Dear Councillor,

You are summoned to an extraordinary meeting of Seascale Parish Council to be held in the Methodist School Room, Seascale on **Monday 18<sup>th</sup> August 2025 at 18:00hrs.**

Members of the public are welcome to attend. Please note that the meeting may be audio or video recorded.

## AGENDA

1. **Apologies for absence**
2. **Declarations of interest.** Members to give notice of any disclosable pecuniary interest, other registrable interest, or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.
3. **Public participation.** To hear representations from members of the public in respect of items on this agenda.
4. **Clerk role.**
  - a. **Job description.** To agree the wording of the job description.
  - b. **Contract of employment.** To agree the contract to be offered.
  - c. **Terms of employment.** To review the pay scale and hours of the role in line with SLCC advice.
  - d. **Person specification.** To agree the person specification for the role.
5. **Timeline.**
  - a. **Notice period.** To confirm the date of expiry of the Clerk's notice period.
  - b. **Closing date for applications.** To agree a closing date for applications.
  - c. **Interim measures.** In the event of a period of the Council being without a Clerk, to decide whether to employ a locum clerk and agree the budget, or whether to appoint a member to act as unpaid clerk, and to nominate which member will do this.
6. **Job advertisement.**
  - a. **Wording.** To agree the wording of the advertisement.
  - b. **Placement.** To agree where the advertisement will be placed.
7. **Application handling.**
  - a. **Incoming.** To agree who should receive the applications, when and how these should be shared.
  - b. **Outgoing.** To decide on any information that should be sent to candidates, and the wording of any responses.
  - c. **Format of applications.** To confirm the preferred format of applications and whether this should include completion of the person specification.
8. **Selection.**
  - a. **Shortlist.** To confirm the date of the next meeting to shortlist candidates (if required).
  - b. **Interviews.** To agree which members will form the interview panel.

This extraordinary meeting has been convened by Councillors Coltman and Pegram under Schedule 12, Part II, Paragraph 9 of the Local Government Act 1972, following the Chair's failure to act upon a written request to call the meeting.

29<sup>th</sup> July 2025



Cllr Jane Coltman



Cllr Louise Pegram