

Seascale Parish Council

Parish website: <http://www.seascaleparish.com/>

Email: theclerk@seascaleparishcouncil.co.uk

Dear Councillor, the extra-ordinary meeting will be held at 7:00pm on Monday 11th August 2025 in the Methodist School Room, Seascale. Please let the Clerk know if you are unable to attend.

Lizzie Mawson, Chair, Seascale Parish Council

Agenda

1. Apologies

2. Declarations of Interest

3. Planning Applications that need to be considered before the next ordinary meeting:

3.1 4/25/2266/0F1 Proposed extension to provide workshop, dressing room and en suite (at first floor level) and re-roofing of main dwelling; 56 Gosforth Road, Seascale

Application and supporting documents:

<https://www.copeland.gov.uk/planning/application/42522660f1>

3.2 4/25/2235/OF1 Erection of a 1.8 metre high garden fence; 20 Lingmell Crescent, Seascale

Application and supporting documents:

<https://www.copeland.gov.uk/planning/application/42522350f1>

4. Payments that require authorisation before the next ordinary meeting:

1. Litter bin emptying - £162.00
2. Clerk's final salary - £350.00
3. Seascale Methodist Hall hire - £195.00
4. Toilet block water charges - £117.62

5. Clerk Role

- 5.1. Job description. To agree the wording of the job description.
- 5.2. Contract of employment. To agree the contract to be offered.
- 5.3. Terms of employment. To review the pay scale and hours of the role in line with SLCC advice.
- 5.4. Person specification. To agree the person specification for the role.

6. Timeline

- 6.1. Notice period. To confirm the date of expiry of the Clerk's notice period.
- 6.2. Closing date for applications. To agree a closing date for applications.
- 6.3. 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.

7. Job advertisement

- 7.1. Wording. To agree the wording of the advertisement.
- 7.2. Placement. To agree where the advertisement will be placed.

8. Application handling

- 8.1. Incoming. To agree who should receive the applications, when and how these should be shared.
- 8.2. Outgoing. To decide on any information that should be sent to candidates, and the wording of any responses.
- 8.3. Format of applications. To confirm the preferred format of applications and whether this should include completion of the person specification.

9. Selection

- 9.1. Shortlist. To confirm the date of the next meeting to shortlist candidates (if required).
- 9.2. Interviews. To agree which members will form the interview panel.