

Seascale Parish Council

Chair Person; Lizzie Mawson

Clerk; Currently vacant (please contact the chairperson)

theclerk@seascaleparishcouncil.co.uk

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

Dated; 6th Oct 2025

Dear Councillor,

You are summoned to attend the month meeting Seascale Parish Council, which will be held in **Methodist School Rooms Seascale on Wednesday 15th October 2025 at 7pm**. If you are unable to attend, please pass your apologies to the Chair in advance of the meeting.

The agenda is printed below. NOTE : numbers in Brackets refer to carried forward agenda items from 3/9/25.

Yours sincerely

Lizzie Mawson

Chair.

Agenda

23/25 Apologies for absence

24/25 Requests for dispensations and declarations of interests

- i) Register of Interests. Councillors are reminded of the need to update their register of interest if any changes have occurred
- ii) Requests for Dispensations
- iii) Declarations of interests of any prejudicial interests in items on the agenda and their nature. (Councillors with prejudicial interests must leave the meeting for relevant items)
- iv) To declare any personal interests in items on the agenda and their nature

25/25 Exclusion of Press and public

To decide if there are any items of business listed on the agenda which require exclusion of the press and public (Public Bodies Admission to Meetings Act 1960)

26/25 Minutes of meetings

- i) Minutes of the meeting held on 3rd September 2025**
- ii) Placement of 2025 agendas and minutes on web site - BHC**

27/25 Chair's Announcements

28/25 Public participation (Max 3mins per person – Max session length – 15 mins)

This is at the chairperson's discretion and no decision can be made on items brought to the attention of the parish council under this item.

29/25 Reports from visiting Councillors & Police – for information

30/25 Clerks report/correspondence

To note written report and consider items raised.

31/25 Community Resilience

- a) Winter lights festival - BHC**
 - i) To confirm the available budget for Christmas Lights event**
 - ii) To confirm any existing lights, the ownership of the lights and any contracts or accounts in place**
 - iii) To delegate authority to Cllrs Pegham and Coltman to spend within the budget**
 - iv) To delegate authority to Cllrs Pegham and Coltman to recruit and organise volunteers, following an appropriate volunteer policy (LP,JC)**
- b) Proposal to form a Christmas Lights 'committee' (email +7.4) LP**
- c) Maintenance of defibrillators (letter from John Spokes)**

32/25 Play Ground

- a) Update on condition and proposals for ongoing inspection- LP**
- b) Proposal to refurbish – LP**

33/25 Parish Council Assets

- a) Sports Hall – BHC (email)**

- i) Quotes for Sports Hall in relation to Heats of Community grant (to be emailed)
- ii) To note Sports Hall requires additional committee members and trustees
- iii) Approval for emergency funding to fix plaster board ceiling
- iv) Support sought for Murial proposal as outlined in email
- b) CTV – refurbishment – BHC
- c) Public toilets maintenance – progress on quotes -LP
- d) Flag pole update – ZO
- e) Library repairs update – LM, ZO
- f) To approve quote for roof repairs - £1,152.00 – ZO (email invoice)
- g) Library bid for replacement update – DM

34/25 Parish Maintenance and Highways

- a) Maintenance of Green spaces (6.9 from 3/9/25) – ZO
- b) Letter of support to Growing Well – CHC
- c) Car Park policy – update – DM/ZO
- d) Trail Board progress – LP (email)
- e) To agree to the proposal for trail boards and to agree the expenditure from reserves if no funding can be sourced.

35/25 Planning and Licencing applications

To be noted at meeting - DM

36/25 Planning and Licencing decisions

To be noted at meeting- DM

37/25 Governance, Support Structures and Staffing

- a) Interim Terms of reference for Staffing committee – to appoint an interview panel who will appoint, agree interview date, agree terms and oversee the induction period - LM
- b) To approve the Terms of reference for a Task and Finish group to consider supporting structures and arrangements (noting previous agenda items 6.14 (effectiveness of working groups), 7.1 (establishment of staffing committee) , 7.2 (NALC standing orders) bringing items systematically to the next series of parish council meetings. LM/MB

- c) Councillor training (6.13)- JC
- d) Recruitment of clerk update – LM
- e) Locum cover -LM
 - i) Offer of Locum cover
 - ii) Transition arrangements
- f) Proposal to meet with Web master – BHC email
 - i) To note concerns
 - ii) To agree who meets with web master - LM

38/25 Finance and accounts

Current Account	£28,371.65
General Reserve	£103,336.52
Unity Card	£100.00
Total	£131,808.17

Payments made in September

Date	Creditor	Credit	Debit (gross)	VAT	Comments
05/09/2025	Avison Young	£16,000.00			Licence to occupy
05/09/2025	Dawn Dennett		£230.00		Toilet block cleaning
05/09/2025	WF Cascade		£118.06	£19.68	sacks for Foreshore bins
05/09/2025	Amazon		£20.17	£4.04	Printter cartridge
05/09/2025	Quality Cleaning		£162.00	£27.00	Litter bin emptying
05/09/2025	Alicia Gee		£295.45		Relief cleaner
15/09/2025	Festive Lights	£320.00			Refund
16/09/2025	Octopus Energy		£34.93	£1.66	Toilet block electricity
16/09/2025	Octopus Energy		£404.80	£67.47	Library electricity
19/09/2025	Nuclear Waste	£3,850.00			Grant for Game on Sports Camp
26/09/2025	EE Limited		£25.82		DAV monthly SIM maintenance
29/09/2025	Reece Robinson		£3,850.00		Grant for Game on Sports Camp
29/09/2025	Pellymounters		£63.91		Toilet supplies (overdue payments)
30/09/2025	Unity Trust Bank		£8.40		Service charges
30/09/2025	Unity Trust Bank		£4.80		Service charges for cash payments

Payments for authorisation at October meeting:

Supplier	Description	Amount	VAT	Approve/Ratify
Quality Cleaning	Litter bin emptying	£162.00	£27.00	
Waterplus	Toilet block water bill	£247.6		

		4		
WF Cascade	Toilet block cleaning supplies	£37.04	£6.17	
PATA Payroll	Payroll Services	£37.35		

- i) Bank reconciliation and spend against budget (to be signed)
- ii) Issues raised by auditor and response – LM/MB
- iii) Revision of the financial regulations
Issue is that there is no approval between £2,000 and £5,000 identified. Interim arrangement needs to be confirmed.
Proposal;
The clerk can authorise purchases (and transactions) under £500
The Clerk and Chairperson jointly can authorise items below £3,000 (Currently £2,000)
The council must authorise items over £3,000 (currently £5,000)
- iv) Summary of Heart of Community Grant, consideration of setting up a T and F group- DM
- v) Other financial transactions to be noted- DM
- vi) Process for Auditing accounts from 1st April 2025 to date -MB

39/25 Councillors matters

An opportunity for Councillors to raise new issues – No decisions can be made on these matters but the Clerk may make investigations and/or they may be placed on future agendas for the Council.

40/25 Date of Next meetings

To confirm or amend to accommodate locum arrangements

All at 7pm in the Methodist School Rooms, Seascale

5th November 2025, 3rd December 2025

