

Seascale Parish Council **DRAFT**

SPC Chair Person; Lizzie Mawson

Clerk; Currently vacant (please contact the chairperson)

theclerk@seascaleparishcouncil.co.uk

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

Dated; 20th February 2026

Dear Councillors, who are members of the Personnel Committee,

You are summoned to attend the inaugural meeting of Seascale Parish Council Personnel Committee, which will be held in **Library Seascale on Thursday 26th February at 2pm**. If you are unable to attend, please pass your apologies to the Chair in advance of the meeting.

The agenda is printed below.

Yours sincerely

Lizzie Mawson - Chair SPC

Agenda

PC 1/26 Present and Apologies

PC 2/26 Election of chair for the meeting.

PC 3/26 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

PC 4/26 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

PC 5/26 Terms of reference – attached approved by SPC Dec 2025

PC 6/26 Membership –initially D Moore, L Mawson, J Coltman – request to be reviewed

PC 7/26 Recruitment of Clerk - ref minutes 11/8/25 and 18/8/25

- i) Feedback from initial clerk interview and current 'locum' clerk
- ii) Decision on whether to advertise for a clerk who is also the RFO
- iii) Job description – current as agreed – to consider amendments following initial interview.
- iv) Recruitment process and dates
- v) Interview panel

PC 8/26 Policies and Procedures

- i) To identify any that require immediate action
- ii) Volunteer handbook

PC 9/26 Contracts of employment

PC10/26 Training programme

- i) Suggestion of a bespoke training event – Essential Councillor/Civility and Respect

end