

**Minutes of the  
Annual Parish Meeting of Seascale Parish Council  
Held on Wednesday 15<sup>th</sup> May  
In the Methodist School Room Seascale**

**Present:**

Chair	Cllr Lizzie Mawson
Vice Chair	Cllr David Moore
Councillors	Cllr Catherine Harvey-Chadwick Cllr Ian Tallentire
Clerk	Jill Bush
Public	None

Meeting recorded for minuting purposes

**1 Apologises**

Cllrs K Mawson, J Graham, J Spokes and B Harvey-Chadwick

**2 Announcements from the Chair**

None

**3 Ratify Wednesday 7<sup>th</sup> June 2023 APM Minutes**

Proposed a true record of the meeting by Cllr Harvey-Chadwick and seconded Cllr Moore

**4 Annual Reports**

**4.1 Chairs Report**

The largest change has been the change to higher Council to Cumberland, which has proved to be a disappointment. It has cancelled contracts at short notice, leaving Parish Councils just days to find alternative contractors. This decision means it has given up contracts worth £2000.00.

**4.2 Annual Financial Report**

The RFO provides the financial status of the accounts to the Council at each full council meeting. Therefore this report is a summary of the 2023/24 financial year.

Figures produced for the precept calculation were submitted for consideration and subsequently agreed a 2% precept increase. End of year final precept figures a 5.23% overspend, however, this is still within the allowed 6% variation.

The closing cashbook balance on 31 March 2024 is £107683.64

There was a delay forwarding the 2023/24 audit documents to the internal auditors, due to the changes made on the banking system, which resulted in Transaction reports and statements prints off did not show any balances, except the balance on the date it was printed. This has now been rectified. The internal auditor has now signed off them off with the following summary: "The information provided is comprehensive and found to be accurate. Financial controls are in place and supported by a robust risk register, minutes and detailed accounting records. From undertaking the audit, I have no significant

recommendations to make that would affect the accuracy of the Parish Accounts that are advertised on the website and sent to Moore UK. The accounts are accurate, concise and reconciled thanks to the diligence of the Clerk/RFO.” The external audit will commence in June.

Bank card – can be applied for (5 forms required). The Council representative is also the administrator to submit payments for authorisation. Bank recommend one card only for Parish Councils. The Council to decide who the representative will be? Cllr Moore proposed the Chair, agreed by Council.

External audit – website and email address are required on the documentation, which has to be submitted in June and is completed in September. Website & email data needs to remain unchanged until then. Cllr C Harvey-Chadwick proposed to set up a redirection, seconded by Cllr Moore and Cllr B Harvey-Chadwick to action.

Parish Councils printer - Epsom ink jet is not printing and leaking ink. Unable to find a business to repair it. It is now out of guarantee and not cost effective to return it to Epsom for repair. - Council will consider hiring a suitable alternative via subscription. Cllr B Harvey-Chadwick to action.

Energy supplier – The replacement smart meter for the library is on hold because the rates will be higher with the new meter. The toilet block has no smart meter and those rates have gone down. Elsewhere it has been reported smart meters have higher rates, no formal explanation has been given for this. Council opinion/decision on the way forward? - Council to consider using a middle-man to negotiate on behalf of the Council.

Waterplus organised a second survey of the car park. The surveyors on both occasions verbally confirmed it has its own integral water surface drainage system. However, Waterplus are claiming the survey report confirmed it does supply this service via 4 drains. This has been queried and asked the details of the location of these 4 drains. Waterplus has failed to supply evidence of this but still insists it supplies this service. SPC has again advised Waterplus it has no drains on the carpark and the only ones on it are managed and controlled by the Parish Council and to provide evidence or even explain how rain that falls on the car park can defy gravity to drain into the ones it does have on South Parade. Too much time has been spent on Waterplus demands for services it does not provide and Council agreed not respond to any further demands.

**4.2.1 2023-2024 Annual Governance Statement** Agreed and signed

**4.2.2 2023-2024 Annual Accounting Statement** Agreed and signed

### **4.3 Amenities group Report**

There is an amenities report to the Council at each full council meeting. Therefore this report is a summary of 2023/24 and the way forward.

It has been a quiet year with the library charity request to put the full refurbishment on hold. However, this financial year (2024/25) will see the results of the public consultation on the Community Plan and the preferred asset upgrades completed.

The car park licence is due for renewal later this year and Council are of the opinion this should not be an automatic renewal but negotiated. Clerk to contact Avison Young.

**Sports Hall Annual Report –  
Minutes of meeting held 19<sup>th</sup> May 2023**

It was agreed unanimously that the minutes of the Meeting, held 19<sup>th</sup> May 2023, were a true record.

**Matters Arising**

Written instruction for the correct storage of soft play equipment.

Mrs J Caulfield reported that everything was good at the moment.

Electronic booking system / calendar.

Action: Mr I Tallentire will ask the Parish Council IT expert.

Update / replace soft play equipment, mats and trolleys.

Solar panels.

Action: On hold for now.

New sign required.

New signs have been erected and look very professional.

Building inspection.

We should have a yearly inspection of the building, certificates and procedures.

Defibrillator.

A defibrillator has been installed on the wall at the east side of the Pavilion.

Signage needs installing.

Action: Mr I Tallentire.

Bouncy Castle.

A new Bouncy Castle has been purchased.

**Chairman's Report**

Mr J Walmsley said that he found it difficult chairing the meeting and taking the minutes at the same time. We need to elect a Chairman.

The Sports Hall continues to be a valuable asset to the village and thanks must go to the committee for maintaining the effective running of it.

We had another successful Coast to Coast Cycle event, in the summer, although on a much smaller scale. We are looking forward to arranging another one this summer.

Demand from regular user groups and children's parties remains at a consistent level.

**Correspondence**

Trade waste collection contract.

The contract has been renewed.

Council tax rebate.

Due to the Council changing from Copeland to Cumberland we had to reapply for a council tax rebate. We now receive a 100% rebate.

Mrs J McClemens reported that the finances had been audited and signed off.

We are currently running at a loss. The committee will look at new initiatives to increase usage or increase costs.

**Electricity Usage**

The cost for the Christmas Lights has massively increased this year, 2022.

The Christmas lights were left on 24 hours a day, in error, and this accounts for the additional cost in 2022. Christmas 2023 everything returned to normal.

Action: Closed.

The current electricity contract expires 07/05/2024. We are expecting a big increase in costs.

Octopus energy are pushing us to have a Smart Meter.

This was discussed and decided that there would be little or no benefit so we should stay as we are.

We currently have four people eligible for signing cheques –

Mrs J McClements, Mr J Walmsley, Mr J McElroy and Mrs E Eastwood.

We discussed converting to electronic banking, but it was agreed that it was easier to stay as we are.

#### **Charity Commission / Trustees.**

The Sports Hall currently have no Trustees due to them retiring / resigning.

Mrs J Caulfield reported that the Charity Commission had asked her to provide the names of the Trustees. We desperately need to recruit some more.

All committee members are trustees by default.

Mr P Evans has offered to be a Trustee and Mr I Tallentire will confirm this.

Trustee insurance is in place.

Action: Mr I Tallentire.

#### **Election of Committee.**

Nobody volunteered to be Chairman so the role will continue to be carried out by Mr J Walmsley.

Secretary - Mr J Walmsley.

Treasurer - Mrs J McClements.

Parish Council representative - Mr I Tallentire.

Committee members - Mr A Lee, Mr S Brown, Mrs M Greggain,

Mrs J Caulfield, Mrs J Davnall.

Thanks to Mrs M Greggain for volunteering to join our committee.

Having listened to some of Mrs M Greggain's ideas, it is apparent that younger people have some exciting ideas to move the Sports Hall forward.

We need to try and encourage younger members onto the committee.

#### **Any Other Business**

Mrs M Greggain suggested organising soft play sessions.

The equipment would be set up and run as drop-in sessions for a minimal charge

Mrs J Caulfield had some photographs of the soft play equipment set up in the hall. These would be ideal for advertising

Food in main hall.

We require a new poster banning food from the main hall. The original posters were removed to facilitate painting.

Legionella.

Check that we have a procedure in place for recording the checks.

The heaters work intermittently. - Electrical checks to be arranged

Fire inspection.

Mainly concentrating on Emergency exits and signage

#### **4.4 Library Annual Report –**

The library continues to have a solid core of regular users, and recent figures show a

significant increase in membership over the last year and encouraging results for footfall and for the borrowing of books. There are several older people in the community who often drop in and stop for a long chat, as well as a number of young families who regard the library as a morning out.

The five trustees are very well supported by our treasurer and team of twelve other volunteers, and everyone seems to be working very enthusiastically and very well together at the moment.

We enjoyed the help of three Y11/12 students over the summer as part of their work experience, and tried to find useful things for them to do.

We are also extremely well supported by Sarah and the team at Whitehaven library, with whom we often need to consult about technical issues. This year they supplied us with a “new” self check-out machine when ours stopped working, which we were all very pleased about.

We are also very grateful to Seascale Parish Council for its support, especially with the cost of heating the building, and look forward to working closely with them in the future.

As well as our usual supply of library books, both fiction and non-fiction, we have a good selection of donated secondhand books to borrow or buy, and are adding to and updating our range of books by converting the most popular of these books into library books. We now have a range of talking books for people to borrow, and there is also a range of jigsaws and magazines available.

We applied for some funding from LLWR, which has been spent on improving our computer facilities, with the printing especially proving very popular, and also on new blinds for the front and east walls of the library, and we plan to continue to improve the interior of the library as funds become available.

We have continued to organize coffee mornings every few months, which help to encourage people in, and there are several other groups that meet regularly or as a one-off, such as the Richmond Fellowship, the health visitor’s baby clinic, and the women’s wellness pilates sessions. The local Scout groups have also used the library for visits, meetings and Christmas fundraising activities.

The trustees have decided that the planned refurbishment of the library into a community hub as outlined by the Day Cummings report is an unnecessary upheaval, considering the other work going on around the village, but that the structure of the building needs to be repaired and a good refurbishment and kitchen/ toilet improvement is more in order, and we have recently started discussions with the parish council to move this forward.

**5 Questions from members of the public**

None

**6 Dates of forthcoming meetings**

**Next APM Wednesday 14<sup>th</sup> May 2025**