APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson – Town Clerk
Town Clerk's Office
Telephone: 017683 51177
Email: clerk@applebytown.gov.uk
Facebook: Appleby-in-Westmorland

www.applebytown.gov.uk

Moot Hall
Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

CO-OPTION OF TOWN COUNCILLORS (CASUAL VACANCY)

ELIGIBILITY OF CANDIDATES

The Town Council is able to consider any person to fill a vacancy provided that:

- he/she is 18 or over; and
- he/she is a British citizen or a qualifying Commonwealth citizen

and at least one of the following applies:

a) he/she is an elector for the Parish and continues to be an elector; or
b) has resided in the Parish for the past 12 months or rented/tenanted land in the Parish; or
c) has had his/her principal place of work in the Parish for the past twelve months; or
d) has lived within three miles of the Parish for the past twelve months

There are certain disqualifications for being a town councillor (see Sch. 80 of the Local Government Act 1972) of which the main are:

- holding a paid office or employment under the Town Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

APPLICATIONS

Candidates are required to:

- Submit information about themselves, by way of completing a short application form (pages 5 and 6)
- Confirm their eligibility for the position of town councillor within the statutory rules (pages 4)

Following receipt of the application form(s) and confirmation(s) of eligibility, the next suitable Town Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' application form(s) will be circulated to all town councillors by the Clerk at least 3 clear days prior to the meeting of the full Town Council at which the co-option will be considered. All such documents will be treated as strictly private and confidential. A copy of the person specification (page 3), eligibility form (page 4) and application form (pages 5 & 6) follow.

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the town councillors, give information on their background and experience and explain why they wish to become a member of the Town Council.

The process will be carried out in the public session. There will be no private discussions between council members prior to a vote being taken.

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As soon as all candidates have finished giving their submissions, the Town Council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands (Local Government Act 1972 Sch. 12. Para 13).

In order for a candidate to be co-opted to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds will then take place with the process repeated until a candidate has an absolute majority.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Town Council's Code of Conduct, and may take office immediately thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office and undertaking to abide by the Town Council's Code of Conduct and, upon signing, will take office either before or at the next meeting of the Town Council.

The Clerk will notify Westmorland & Furness Council's Electoral Services Office of the co-option of the new Town Councillor.

A co-opted Town Councillor will also complete a Notification of Disclosable Pecuniary and other Interests form which the Clerk will lodge with the Monitoring Officer at Westmorland & Furness Council within 28 days of the co-option.

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PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	• Sound knowledge and understanding of local affairs and the local community • Good knowledge of the Parish boundaries and Town Council Property	• Specific work experience / voluntary work experience / undertaken vocational or academic training / professional qualifications
Experience, Skills and Ability	• Solid interest in local matters • Ability and willingness to represent the Town Council and its community • Ability to communicate verbally and in writing • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff • Good reading, analytic and problem-solving skills • Ability and willingness to work with the Town Council's partners (e.g. voluntary groups, other parish councils, principal authority, charities) • Ability and willingness to undertake relevant training as and when required • Ability to work under pressure and make sound judgement • Ability to research and report back on issues faced by the Town Council • Good standard of computer literacy with access to an email account	• Previous council / parish council experience • Basic knowledge of legal issues relating to town and parish councils or local authorities • Experience of financial control / budgeting
Other requirements	• Ability and willingness to attend all meetings of the Town Council (including committee meetings or the meetings of other local authorities and local bodies) in the evening and at weekends • Flexible working approach • Enthusiastic	

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CO-OPTION ELIGIBILTY FORM

1. **In order to be eligible for co-option as an Appleby-in-Westmorland Town Councillor you must satisfy certain criteria. You must satisfy a. and b. below and at least one of the options c. to f. Please tick which apply to you:**

   a) I am 18 years of age or over; and
   b) I am a British citizen or a citizen of the Commonwealth; and
   c) I am registered as a local government elector for the parish; or
   d) I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land, or other premises in the parish; or
   e) My principal or only place of work during those twelve months has been in the parish; or
   f) I have during the whole of those twelve months resided in the parish or within three miles of it

2. **Please note that under section 30 of the Local Government Act 1972 a person is disqualified from being a town councillor if he / she:**

   a) Is employed by the town council or holds paid office under the parish council;
   b) Is employed by an entity controlled by the town council
   c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restriction order;
   d) Has within five years before the day of co-option, or since his / her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
   e) Is otherwise disqualified from Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offenses relating to donations) or the Audit Commission Act 1998.

Use of Personal Information
The Town Council will use the information provided on this form to assess your eligibility to be a town councillor.

Declaration & Consent

I …….. hereby confirm that I am eligible for the vacancy of Appleby-in-Westmorland Town Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a parish councillor and that the information given on this form is true and correct.

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this form

Signature …… Name ……..

Date ……

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CO-OPTION APPLICATION FORM (pages 5 and 6)

Name:	
Address:	
Home Phone:	Mobile:
Email:	
Which ward are you applying for? Please tick: Appleby ☐ Bongate ☐	

Please detail any experience you may have that is relevant to Appleby-in-Westmorland Town Council (if necessary, continue onto a separate sheet)
Continued……..

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Use of personal information
The Town Council will use your information, including that which you provide on this application form, to assess your eligibility to be a town councillor.

Declaration & Consent

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this form

Signature …… Name ……..

Date ……

Please return this completed form, together with the completed Co-option Eligibility form, to:
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Cumbria
CA16 6YB