

# DRAYCOTT AND CHURCH WILNE PARISH COUNCIL

## Co-option procedure – a policy setting out the procedure for the co-option of a new councillor

Parish Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold the election have not been met.

If no request for an election is received by Erewash Borough Council by the date on the Notice of Vacancy, they will advise the Parish Council that it may co-opt to the vacancy. Co-option is a process by which the Parish Council selects a new Councillor.

### Procedure

1. The vacancy is advertised on the Parish Council notice boards and web-site. The Council invites interested candidates to complete the application form and send it to the Clerk by a specified date. If there is more than 1 candidate, the members would have to consider and vote for each applicant. If only 1 candidate applies, the Council must still consider whether or not to co-opt that person.
2. All Members of the Parish Council are invited to attend the interview at which the candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allotted a maximum of 10 minutes.
3. At the start of the next Full Parish Council Meeting, Councillors a vote will be held by a paper ballot. Following the completion of the voting the candidates will be informed of the result of the vote.
4. If the successful candidate is present, the Declaration of Office must be signed, before he/she can take office. If they are not present, arrangements to sign Declaration of Office either before or at the start of the following meeting. The clerk confirms the date that their term of office will terminate
5. The clerk will inform the Monitoring Officer and Elections Officer the details of the successful candidate. The successful candidate will receive a copy of your Standing Orders, Financial Regulations, a copy of the Good Councillors Guide and any useful information such as a list of all the members' names, addresses and telephone numbers.

# DRAYCOTT AND CHURCH WILNE PARISH COUNCIL

## Application to become a Parish Councillor

<b>SURNAME (block capitals)</b>	<b>FIRST NAME (S)</b>
<b>HOME ADDRESS</b>	<b>HOME TELEPHONE NO:</b> <b>MOBILE TELEPHONE NO:</b> <b>OFFICE TELEPHONE NO:</b> <b>EMAIL ADDRESS:</b>

**Please list any particular skills, knowledge and expertise that you feel you possess that will be useful in the role as a Parish Councillor:**

**Are you willing to be considered to serve as a Parish Council representative on outside bodies? (Please tick)**

**YES            NO**

**Are you willing to be elected onto any sub-committees/working groups that may be set up from time to time? (Please tick)**

**YES            NO**

**Please explain why you wish to become a Parish Councillor**

**Are you prepared to undertake Parish Councillor training within Derbyshire (Please tick)**

**YES            NO**

### **Eligibility for office as a Parish Councillor**

- |  |                 |
|--|-----------------|
| Be over 18 years of age  | <b>Yes / No</b> |
| Be a British citizen or a citizen of the Republic of Ireland   | <b>Yes / No</b> |
| Be on the parish electoral roll on the day of co-option and thereafter, or   | <b>Yes / No</b> |
| Have occupied as owner or tenant any land or other premises in the parish during the whole of the 12 months preceding the day of co-option, or | <b>Yes / No</b> |
| • Have had your principal or only place of work in the area during the whole of the 12 months preceding the day of co-option, or               | <b>Yes / No</b> |
| • Have resided in the parish, or within 3 miles of it, for the whole of the 12 months prior to co-option                                       | <b>Yes / No</b> |

Do not hold any paid office or employment under this authority	<b>Yes / No</b>
Have not been a person adjudged bankrupt	<b>Yes / No</b>
Have not been a person who, within five years before the day of co- option, has been convicted of any offence and has had passed on him/her a sentence of imprisonment for a period of not less than 3 months (whether suspended or not) without option of a fine.	<b>Yes / No</b>

I declare that I am eligible to become a Parish Councillor in the Parish of Draycott and Church Wilne and I certify that the contents in this application form are true and correct.

**Signed:**

**Date:**

**Please return completed form to:**  
**Mrs Sheena Butcher**  
**The Clerk / RFO**  
**Draycott and Church Wilne Parish Council**  
**The Parish Rooms**  
**Elvaston Street**  
**Draycott**  
**Derby**  
**DE72 3PY**  
**Email: [clerk@draycott-pc.gov.uk](mailto:clerk@draycott-pc.gov.uk)**