

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby

## Admin Assistant

L Case (Mat Cover)

The Bounty  
Godstone Green  
Godstone, Surrey  
RH9 8DY

Telephone/Fax: 01883 744209

## **Co-option of a candidate to fill a councillor vacancy**

### **Application form and Information for candidates**

#### **Are you eligible?**

Godstone Parish Council is able to consider any person to fill a vacancy provided that:

- He/she is an elector of the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Local Authority;
- 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 five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

#### **How to make an application**

Candidates will be requested to:

- Submit information about themselves by completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

#### **Deadline for the submission of an application**

Candidates application must be received by the closing date for acceptance of requests for consideration advertised on the published notice.

#### **After you have submitted an application**

- All applications received will be considered at the next suitable council meeting and included as an agenda item.
- A copy of each candidates application will be circulated to all Councillors by the Clerk. All documents will be treated as strictly confidential by the Clerk and Councillors.
- Candidates will be sent a full agenda of the meeting at which your application is to be considered along with a copy of the Code of Conduct, Standing Orders and Financial Regulations of Godstone Parish Council.
- Candidates will be invited to speak about your application at the meeting.

#### **At the Co-option Meeting**

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

The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and inevitable their personal attributes the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s), with each candidate being proposed and seconded by the Councillors in attendance and a vote by show of hands. The vote will be recorded.

In order for a candidate to be elected to Godstone Parish 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 of voting will then take place with the process repeated until a candidate has absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she may take their seat immediately.

#### **After the vacancy is filled**

- The Clerk will notify Electoral Services of the appointment.
- The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected and the form handed to the Clerk for forwarding to the Monitoring officer.

#### **Is the Parish Council obliged to appoint someone by Co-option?**

The council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

### **APPENDIX A - Application for Co-option**

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

<b>Full name &amp; Title</b>			
<b>Home Address</b>			
<b>Home Telephone</b>		<b>Mobile Telephone</b>	
<b>Email Address</b>			
<b>About You</b> - Please provide the council with some background information about yourself.			
<b>Reasons for Applying</b> - Please provide the council with your reasons for wanting to become a Parish Councillor.			
<b>Signature</b>		<b>Date</b>	

Please return your completed application to the Clerk to the council, Sarah Endersby by email [clerk@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk) or post Godstone Parish Council, The Bounty, Godstone Green, Godstone RH9 8DY.

Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Godstone Parish Council.

**Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.**

**APPENDIX B - Co-option Eligibility Form**

1. In order to be eligible for co-option as a Godstone Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) 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
- c) My principal or only place of work during those twelve months has been within the parish; or
- d) I have during the whole twelve months resided in the parish or within 3 miles of it

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, 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
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

**Declaration**

I.....hereby confirm that I am eligible for the vacancy of Godstone Parish Councillor, and the information given on this form is true and accurate record.

Signature.....

**Godstone Parish Council is duty bound to treat this information as strictly confidential.**

**APPENDIX C - C0-OPTED COUNCILLOR PERSON SPECIFICATION**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	<p>Sound knowledge and understanding of local affairs and the local community</p> <p>Forward thinking</p>	<p>Can bring a new skill, expertise or key local knowledge to the Council</p>
<b>Experience, Skills, Knowledge and Ability</b>	<p>Ability to listen constructively</p> <p>A good team player</p> <p>Ability to pick up and run with a variety of projects</p> <p>Solid interest in local matters</p> <p>Ability and willingness to represent the Council and their community</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions</p> <p>Ability to communicate succinctly and clearly</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</p> <p>Ability and willingness to work with Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training</p>	<p>Experience of working or being a member in a local authority or other public body</p> <p>Experience of working with voluntary and or local community/interest groups</p> <p>Basic knowledge of legal issues relating to town and parish Councils or local authorities</p> <p>Experience of delivering presentations</p>
<b>Circumstances</b>	<p>Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends</p>	