

# Sheringham Town Council Co-option Policy 2018

## Appendices A, B and C

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### 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>Which Ward are you applying for? (you can apply for both if relevant)</b>	<b>North</b>	<b>South</b>

#### **About You**

Please provide the council with some background information about yourself.

Please continue on a separate sheet if necessary

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**Reasons for applying**

Please provide the council with your reasons for wanting to become a Parish Councillor.

Please continue on a separate sheet if necessary

<b>Signature</b>	
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Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the Sheringham Parish area:

	<b>Proposer</b>	<b>Seconder</b>
<b>Name</b>		
<b>Address</b>		
<b>Telephone number</b>		
<b>Email address</b>		

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Please return your completed application to the Clerk to the council. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the council agrees to co-opt you in to Sheringham Town Council.

Data Protection Act: The information provided on this application will remain private and confidential and held within accordance of our privacy policy listed on our website.

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### Appendix B

#### Co-option Eligibility Form

<p>1. In order to be eligible for co-option as a Sheringham Town Council 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) be 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:</p>	
<p>a) I am registered as a local government elector for the parish; or</p>	
<p>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</p>	
<p>c) My principal or only place of work during those twelve months has been in the parish; or</p>	
<p>d) I have during the whole of those twelve months resided in the parish or within 3 miles of it</p>	
<p>2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:</p>	
<p>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</p>	
<p>b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or</p>	
<p>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</p>	
<p>d) Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.</p>	
<p>This disqualification for bankruptcy ceases in the following circumstances:</p>	
<p>i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;</p>	

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- 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.
- iv. In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.
- v. 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 Sheringham Town Council Councillor, and the information given on this form is a true and accurate record.

Signature.....

Date.....

Sheringham Town Council is duty bound to treat this information as strictly confidential and will hold the information in line with STC Privacy Policy, which is available on the STC website .

### APPENDIX C

#### CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>

**Appendix C: Co-opted Councillor Person Specification**