



## HOLBEACH PARISH COUNCIL CO-OPTION POLICY & APPLICATION - August 2021

On receipt, of written or electronic confirmation from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Parish Clerk will:

- Advertise the vacancy for four weeks on the Council notice boards and website
- Advise Holbeach Parish Council that the Co-option Policy has been instigated

Holbeach Parish Council is not obliged 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.

Parish Council meetings are held in the evening; on the second Monday in the month. There are usually twelve ordinary meetings per year. Additional extraordinary meetings may be called to discuss matters, which need to meet specific deadlines or to address urgent issues. The office of councillor is unpaid.

If you 18 or over, an elector in the Parish, or meet one of a number of other eligibility criteria set out in the application pack and are interested in applying to serve as Councillor please complete the application form in this pack and return to The Clerk. The process is as follows:

1. Candidates must apply in writing (by post or e-mail as set out on page2) using the application form attached. If you have any queries please contact The Clerk, [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com), tel: 01406 426739
2. All candidates who have submitted applications will be invited to attend the next full Parish Council meeting Applications submitted by e-mail must be signed before or on the evening of the meeting.
3. All Councillors will receive copies of the candidate applications as supporting documents prior to the meeting.
4. There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the Councillors.
5. To be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. If there is more than one candidate for the vacancy the process will be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote. If a majority is not attained an appointment will not be made.
6. If a further casual vacancy arises within three months after co-option, those that were unsuccessful can request that their application is resubmitted, this does not affect their rights to submit a completely new application.
7. Successfully co-opted applicants become Councillors in their own right with immediate effect, having signed a Declaration of Acceptance of Office, and are no different from any other member. Their term of office runs until the next elections for the Parish Council. They must fill in an entry to the Members' Register of Interests within 28 days with a copy passed on to the monitoring officer at South Holland District Council.
8. There will be opportunities for training during their term of office.



Clerk/RFO: Jan Hearsey  
Deputy Clerk: Brandi Rogan

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Holbeach, PE12 7LW  
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## HOLBEACH PARISH COUNCIL APPLICATION FORM FOR CO-OPTION TO THE PARISH COUNCIL

Please complete this form to be considered as a candidate for membership of the parish council then return by post to: **The Clerk, Holbeach Parish Council, Coubro Chambers, 11 West End, Holbeach PE12 7LW** or by e-mail (preferably as a printable pdf document) to [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com)

NAME: (Mr/Mrs/Miss/Ms/Other) .....

ADDRESS: .....

.....

E-mail address .....

Telephone landline ..... Mobile.....

### QUALIFICATION TO SERVE

You are at least 18 years old and a British citizen or an eligible Commonwealth and you must be able to answer “YES” to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered at the above address as a Local Government Elector for the area of Holbeach Parish? YES / NO
2. During the whole of the last 12 months have you resided in the Parish or within 3 miles (4.8 kilometres) of it? Show address if different from above. YES / NO
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Parish? Give address of land or premises. YES / NO
4. During the whole of the last 12 months, has your main place of work been within the Parish? Give address and place of work and employer if applicable. YES / NO

### DISQUALIFICATIONS

(as provided in the Local Government Act 1972, s80; Localism Act 2011, s34) copy available on request:

If you answer “YES” to any of the following six questions, then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

1. Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council or an organisation controlled by the Council? YES / NO
2. Have you ever been surcharged by the District Auditor for £500 or more? YES / NO

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| 3. Have you ever been disqualified by a Court from holding Public Office?  | YES / NO |
| 4. Have you ever been declared bankrupt?   | YES / NO |
| 5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? | YES / NO |
| 6. Have you ever been found guilty of corrupt or illegal practices under Election Laws?  | YES / NO |

I have set out information about my background and reasons for applying to be considered for co-option on pages 3 and 4 of this form.

Signed .....

HPC are keen to co-opt fellow members of the community who are team players, willing to contribute their own ideas whilst respecting those of others and accepting majority decisions. Experience of serving on a council or with other voluntary groups may be useful. Please use this form to explain how your background and skills may enable you to contribute to the running of the Parish.

1	<b>BRIEF CURRICULUM VITAE (You may attach a separate document)</b>

<b>2</b>	<b>REASONS FOR WISHING TO BE A COUNCILLOR</b>
<b>3</b>	<b>PREVIOUS COMMUNITY/VOLUNTARY/COUNCIL WORK</b>
<b>4</b>	<b>YOUR SKILLS WHICH MAY BE USEFUL AS A COUNCILLOR</b>
<b>5</b>	<b>ANY OTHER COMMENTS</b>