

# CHRISHALL PARISH COUNCIL

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## CO-OPTION OF PARISH COUNCILLOR: POLICY & PROCEDURE

1. Chrishall Parish Council is not obliged to select anyone from the candidates who apply for the position of Parish Council when a co-option vacancy is available.
2. Any person co-opted as a Councillor to Chrishall Parish Council becomes a full Member of Chrishall Parish Council.
3. Members of Chrishall Parish Council can only claim to be a Councillor when on official Parish Council business.
4. The title 'Councillor' can only be used when on authorised Parish Council business.
5. No Councillor can undertake any business in the name of Chrishall Parish Council without prior agreement and authorisation at a full Parish Council meeting.
6. Only persons fulfilling the criteria for election within the statutory rules will be considered.

### **Procedure for Co-option:**

On receipt of advice from Uttlesford District Council that a Parish Council can be filled by co-option, the Clerk will:

1. Advertise the vacancy on the notice boards and website.
2. All applicants will be asked to complete an application form which will consist of:
  - a) Name, address, contact details
  - b) Work experience/ employment history/ career history
  - c) Experience relevant to Parish Council
  - d) Skills relevant to Parish Council
  - e) Attributes relevant to Parish Council
  - f) What area of Parish Council operation the applicant is interested in expanding or working in.
  - g) Why the applicant wants to be a Parish Councillor.
3. Any candidate found to be offering inducements or applying undue pressure to other voting Councillors will be automatically disqualified.

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4. Copies of the applications will be circulated to all Parish Councillors prior to the meeting at which co-option is to be considered. All documents will be treated by the Clerk and Councillors in accordance with Data Protection requirements where they contain personal information.
5. Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of Standing Orders, Financial Regulations and Code of Conduct. Candidates will be informed that they may, if they wish, have up to three minutes to speak about their application in the Public Session of that Council meeting.
6. Voting Procedure: The successful candidate must receive the majority of votes at the meeting. Councillors will vote with a show of hands in favour. The Chairman has the casting vote.
7. Acceptance of Office: the successful candidate must sign their declaration of acceptance of office before they can act as a Councillor. The Register of Interests must be completed using the online form available on the Uttlesford District Council web site.

Chrishall Parish Council is a non-political body. Only applicants who have a genuine interest in bringing benefit to Chrishall Parish will be interviewed.

Any person considered to be using Chrishall Parish Council to further planning or land use profit, or personal ambitions which may be detrimental to Chrishall Parish Council or Chrishall Parish in general, will not be considered.