



Co-option of Councillors onto the Parish Council

What does co-option of Councillors mean?

Timsbury Parish Council can have up to 13 Councillors but from time to time casual vacancies may occur when a current councillor resigns or is disqualified from office. If a casual vacancy occurs and no by-election has been called a parish councillor can be selected through the process of co-option.

I am interested in becoming a Councillor where do I find out more about the duties?

Please read the background and activities of the Parish Council on the website: <https://www.timsbury.org.uk/activities-2/> You may also wish to have a conversation with the Clerk, if so please ring 07594 651366 or email to timsbury.parish.clerk@gmail.com

How do I know if I am eligible to become a Parish Councillor?

In order to qualify to be elected or co-opted and to be a councillor a candidate **must be a British, Commonwealth or EU citizen and be 18 years of age or older.**

In addition, candidates must meet **at least one** of the following criteria:

- be registered as a local government elector for the parish where they are standing as a candidate (on the electoral roll),
or
- have occupied as owner or tenant land or other premises in the parish where they are standing as a candidate, during the whole of the 12 months preceding the day of the nomination and the day of co-option / election,
or
- his/her principal or only place of work has been in the parish where they are standing as a candidate, during those 12 months,
or
- have resided in the parish where they are standing as a candidate, or within 3 miles of it.

Certain people are disqualified from standing, including paid officers of the Parish Council, bankrupts and those subject to recent sentences of imprisonment.

Please note: It is the candidate's responsibility to ensure they are qualified to stand. If in doubt, they should contact the Electoral Commission or take their own legal advice.

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I meet the criteria so how do I apply to become a Parish Councillor?

Please apply in writing at least 5 days before the next Parish Council meeting, ideally by email to the Parish Clerk: timsbury.parish.clerk@gmail.com or in writing to the address: c/o YMCA, North Road, Timsbury BA2 0JH.

In your application please answer the following:

- Please confirm how you are eligible to apply – see eligibility details above.
- Please give a brief outline about your involvement in Timsbury.
- Why you are interested in applying to be co-opted as a Parish Councillor, either in general and/or for a specific interest?

What happens next?

You will be invited to attend the next Full Council meeting where following agreement of the members you will be appointed to office and invited by the Chairman to take your seat immediately after signing the Acceptance of Office.

What happens if more than one person applies for a vacancy?

If there are more candidates than vacancies then the Parish Clerk administers a secret ballot at the meeting and the successful candidate(s) is appointed and signs the Acceptance of Office.

How long will my term of office be?

Your term of office will be for the remaining tenure of the outgoing councillor you are replacing. As all of Timsbury Parish Council stands down every four years your term of office will be until the next council elections – currently May 2023.

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