



## **Bradwell Parish Council**

### **Procedure for Co-opting a Parish Councillor (under the *Local Government Act 1972-part V*)**

#### Introduction.

Vacancies can happen on the Parish Council when a Councillor fails to complete a declaration of acceptance of office within the proper time, resigns, dies, ceases to be qualified or becomes disqualified, or fails to attend meetings for 6 months.

When this happens, the Parish Clerk notifies Milton Keynes Council, and a casual vacancy is published for 2 weeks. This is to make electors aware that they can ask for an election. At least 10 electors from the same ward should do this in writing by the deadline, and then an election is held.

If no election is called or there are still vacancies left after the election, the Parish Council has the power to fill a casual vacancy. The Parish Council will advertise the vacancy to invite 'expressions of interest', with a deadline of approximately 3 weeks, from anyone in the parish who is eligible to stand as a Parish Councillor.

#### Process for Co-Option

1. Return a completed and signed application form to the Parish Clerk. This includes confirmation that you are eligible and not disqualified (*Local Government Act 1972 sections 79, 80*).
2. This will be circulated to be considered by Parish Councillors at the next available Parish Council meeting, and you will be invited to attend the meeting.
3. Co-option will be the final item on the agenda.
4. The Chair will invite you to speak to Councillors for 2-3 minutes, you may be asked some follow up questions.
5. A debate and then a vote will take place on your nomination, which must achieve a majority vote. You will be told the outcome immediately, or if absent, the next working day.
6. The successful candidate signs a declaration of public office and declaration of pecuniary interests for holders of public office, before or at the next meeting of the Council. Once signed, candidates become Councillors with the right to vote at the following meeting.
7. The Parish Clerk notifies Bradwell Parish Council of the appointment and submits the information required to the Local Authority for their records.

Point of Contact:

Please contact the Parish Clerk (mob: 07399 532 393, email: [clerk@Bradwell-pc.gov.uk](mailto:clerk@Bradwell-pc.gov.uk)) to chat through any questions or concerns that you have, and for all the steps in the co-option process. He can also put you in touch with a Parish Councillor to give you their views on what it means to be a Parish Councillor, if you would find that helpful.

**Application form for the Role of Parish Councillor on Bradwell Parish Council (voluntary role)**

1. Personal details:

<b>Full name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Phone</b>	
<b>E-mail</b>	

2. Legal Qualifications to be a Parish Councillor:

a) *To qualify you must be able to answer 'Yes' to **both** of the questions below:*

<b>Question</b>	<b>Yes or No?</b>
Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country?	
Are you aged 18 or over?	

b) *To qualify you must be able to answer 'Yes' to **at least one** of the questions below:*

<b>Question</b>	<b>Yes or No?</b>
Are you on the electoral register for a ward in Bradwell Parish?	
Have you lived either in Bradwell Parish ward or within 3 miles of its boundary, for at least a year?	
Have you been the owner or tenant of land in the Bradwell Parish ward for at least a year?	
Have you had your only or main place of work in a Bradwell Parish ward for at least a year?	

### 3. Disqualifications

You must be **able to answer "No"** to all of the questions below to be eligible to serve as a councillor

Question	Yes or No?
Are you the subject of a bankruptcy restrictions order or interim order?	
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	
Are you disqualified by order of a court from being a member of a local authority?	

4. Please briefly outline why you are interested in being a Parish Councillor:

5. Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

**Signature:**

**Date:**

Date© Copyright 2019 SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC. The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA

**SLCC**  
For Local Council Professionals