

Desborough Town Council
Co-option of Town Councillor

Thank you for showing an interest in becoming a Town Councillor. The Council aims to fill the vacancy at the Council meeting on 18 April 2019.

The first stage is for people to come forward and complete and sign an application form. Candidates must confirm their eligibility for the position of Town Councillor within the statutory rules and provide basic information about themselves.

Following receipt of application forms and confirmations of eligibility, eligible candidates will be invited to attend the Council meeting on 18 April 2019 and an informal get together with existing Councillors immediately before that meeting.

Copies of the eligible candidates' names and addresses will be circulated to all Town Councillors by the Town Clerk at least three clear days prior to the meeting of the Town Council at which the co-option will be considered. The details will be treated by the Town Clerk and all Town Councillors as strictly private and confidential.

At the Council meeting (which will be in public), the Chair shall invite each candidate in alphabetical order to give a short presentation (3 to 4 minutes) on why they would like to be a Town Councillor and what they feel they can offer to the community. No questions will be asked by Councillors to candidates and no members of the public shall speak during this process. If any candidate wishes, they can submit a written statement to be read on their behalf (so long as it does not exceed 4 minutes). All candidates are required to provide the Town Clerk with a copy of their presentation text not later than 5pm. Any candidate who cannot attend will still be considered and their non-attendance shall not be counted against them.

Once all candidates have spoken (or been had their words read) the Council will proceed immediately to vote by show of hands. The Chair shall announce the number of votes cast for each candidate. To be co-opted, a candidate must receive the votes of more than 50% of those Councillors present and voting.

Detailed guidance on how the Council will proceed is available from the Town Clerk, and in the "*Casual Vacancies and Co-Options Policy and Procedure*" available from the Council's Office, in the Library, and on the Council's website.

After the meeting, any candidate co-opted will be required to sign the Declaration of Acceptance of Office and undertaking to abide by the Town Council's Code of Conduct and, upon signing, will take office. A co-opted Town Councillor must also complete a Declaration of Interests form which the Town Clerk will lodge with the Monitoring Officer at the principle Council within 28 days of the co-option.

In order to be eligible for co-option as a Desborough Town Councillor you must satisfy certain criteria. You must satisfy a. and b. below and at least one of the options c. to f.

I confirm that (please tick **all** which apply to you):-

a.	I am 18 years of age or over	
b.	I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union	
c.	I am registered as a local government elector for the Town at the this address (give address)	
d.	I have, during the whole of the twelve months preceding 18 April 2019 occupied, as owner or tenant, land or other premises in the Town (give address)	
e.	My principal or only place of work during those twelve months has been in the Town (give details)	
f.	I have during the whole of those twelve months resided in the Town or within three miles of it (give address)	

Please return this completed and signed form to The Town Clerk,
 Desborough Town Council, Desborough Library, High Street, Desborough, NN14 2QS
 by 5pm on Wednesday 3 April 2019 at the latest.

Under Section 80 of the Local Government Act 1972 there are some reasons why a person is disqualified from being a Town Councillor, including these reasons:

I confirm that (please tick **all** which apply to you):-

i.	I am not employed by the Town Council or hold paid office under the Town Council;	
ii.	I am not employed by an entity controlled by the Town Council;	
iii.	I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;	
iv.	I have not within five years before the 18 April 2019, been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;	
v.	I am not otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.	

Use of Personal Information

The Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after six months.

Declaration & Consent (please tick all which apply to you):-

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.	
I will provide the Town Clerk with a copy of my presentation text not later than 5pm on Wednesday 17 April 2019	
I will complete a Declaration of Acceptance of Office, Declaration of Interests form, and I will comply at all times with the Council's Code of Conduct.	
I declare the information given on this form to be true and correct.	

Signature Name (BLOCK CAPITALS)

Address

Email Address

Date of signature

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