

## **Desborough Town Council Co-option of Town Councillors**

### **Thank you**

Thank you for showing an interest in becoming a Town Councillor. There are currently two vacancies for Councillors for Loatland Ward. The Council will consider applications to fill the vacancies at the Council meeting on 17 September 2020.

### **What next?**

The first stage is for people who are interested to 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. A “wet signed” paper copy of the form should be delivered to the Council’s offices at **Desborough Library by 9 am on Monday 7 September 2020**. If you need more space for the answer to any question please use a separate sheet of paper which must bear your printed name and your signature.

### **Verification**

Following receipt of application forms, the Proper Officer will verify the eligibility of applicants and may need to seek further information or proof (but you **will** need to provide evidence of date of birth and proof of citizenship: a passport is easiest for this). Eligible candidates will be invited to the online Council meeting (by Zoom) on 17 September 2020 to put forward their case. There will also be an opportunity for an informal get together with existing Councillors beforehand if candidates so desire.

### **Publicity**

Copies of the eligible candidates’ names (and addresses if necessary) will be circulated to all Town Councillors at least three clear days prior to the meeting of the Town Council at which the co-option will be considered. Other details and documentation in support of your application will be treated as strictly private and confidential. The names of candidates will be included in the agenda and reports to the Council and will be posted on the Council’s website, noticeboard, and so on.

### **Council meeting**

At the Council meeting (which will be in public), the Chair will invite each candidate in turn 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 may speak during this process.

### **Presentations**

All candidates are required to provide the Town Clerk with a copy of their presentation text not later than 5pm on Wednesday 16 September 2020 so that it may be read on their behalf if they are unable to attend the meeting (so long as it does not exceed 4 minutes). Any candidate who cannot attend will still be considered and their non-attendance shall not be counted against them.

### **Voting**

Once all candidates have spoken (or had their words read) the Council will proceed immediately to vote by show of hands (or whichever method is appropriate in the context of the remote nature of attendance). The number of votes cast for each candidate will be announced. If there are more than two candidates, the candidate polling the lowest is eliminated and the vote run again with the remaining candidates. If at any point a candidate receives the required absolute majority they are co-opted. When there are only two candidates remaining, if either or both candidates receive more than the required absolute majority of the votes of Councillors present then they will be co-opted. Further guidance is available 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 vote**

Candidates co-opted do not become Councillors until after the meeting, when they have signed the Declaration of Acceptance of Office. Within 28 days of the co-option, a co-opted Town Councillor must also complete and deliver to the Town Clerk a Declaration of Interests which will be lodged with Kettering Borough Council, and will appear on the Council’s website.

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For information about the Council please look at [www.desboroughtowncouncil.gov.uk](http://www.desboroughtowncouncil.gov.uk)

If you have any questions about this form please ask the Town Clerk.

Please return this completed and signed form to The Town Clerk,  
Desborough Town Council, Desborough Library, High Street, Desborough, NN14 2QS by  
**9 am on Monday 7 September 2020** at the latest.

## Desborough Town Council Co-optation of Town Councillors

### 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.

### Timetable

Mon	07 Sept	Closing date for completed applications to be delivered to the Library (by 9 am)
07 to	11 Sept	Verification of applications
Fri	11 Sept	Names of eligible candidates published with Council agenda
Wed	16 Sept	"Meet the candidates / Councillors" Zoom/online session (if requested)
Wed	16 Sept	Last date for candidates to provide text of presentation (by 5 pm)
Thu	17 Sept	Council meeting

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# Desborough Town Council

## Co-option of Town Councillors

### Eligibility

If you are not able to satisfy criteria a. and b. and at least one of options c. to f. or if you are not able to provide proof then you will be ineligible for co-option as a Desborough Town Councillor and your application will not be considered further.

I (print your name here) \_\_\_\_\_ confirm that (please tick **all** which apply to you):-

a. I am 18 years of age or over (give date of birth)	
b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union (please be prepared to provide proof - eg passport)	
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 17 September 2020 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 all addresses which apply)	

### Disqualifications

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 17 September 2020, 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 (corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998	

Note: if you are not able to tick i. to v. above then you will be ineligible for co-option and your application will not be considered further.

Signature .....

Name (BLOCK CAPITALS) .....

Date of signature .....

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**Desborough Town Council  
Co-option of Town Councillors**

**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 16 September 2020.	
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 as amended from time to time.	
I declare the information given on this form to be true and correct.	

Note: if you do not tick all four parts of the Declaration and Consent you may be ineligible for co-option and your application may be disregarded.

Signature .....

Name (BLOCK CAPITALS) .....

Address .....

Email Address .....

Date of signature .....

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