

Desborough Town Council

Co-option of Town Councillors

Thank you

Thank you for showing an interest in becoming a Town Councillor. There are four vacancies for Loatland ward. The Council will consider applications to fill the vacancies at the Council meeting on 20 May 2021.

What next?

The first stage is for people who are interested to complete and sign an application form. Interested parties 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 must be delivered to the Council’s offices at **Desborough Library by 9 am on Monday 17 May 2021**. 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. Before being considered by the Council, applicants **will** need to provide evidence of date of birth and proof of citizenship: a passport is easiest for this. In the circumstances of the pandemic, a clear photograph or scanned copy will suffice.

Applicants will be invited to the Council meeting (details to be confirmed in accordance with Covid regulations) on 20 May 2020 to put forward their case. There may also be an opportunity for an informal get together (online) with existing Councillors beforehand if candidates so desire.

Publicity

Copies of any eligible applicants’ names (and addresses if necessary for identification purposes) will be circulated to all Town Councillors and their names will be published 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 and will be deleted / destroyed as soon as verification is complete.

Overview

During a Council meeting in public, candidates’ statements will be given, and the Council will vote in accordance with Standing Orders by show of hands and without discussion. The Council is not bound to co-opt any candidate and may reject any or all candidates without giving reasons. To be co-opted a candidate needs to secure more than half of the votes available at the meeting. If the Council does not vote to co-opt four candidates then the process may be repeated before the expiry of the period allowed by Section 21 of the Representation of the Peoples Act 1985 and referred to in the Council’s “Casual Vacancies and Co-Options Policy and Procedure”.

Council meeting

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.

For information about the Council please look at www.desboroughtowncouncil.gov.uk

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

Please return this completed and personally signed form to The Town Clerk,
Desborough Town Council, Desborough Library, High Street, Desborough, NN14 2QS by
9am on Monday 17 May 2021 at the latest.

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Presentations

All applicants are required to provide the Town Clerk with a copy of their presentation text not later than 5pm on Wednesday 19 May 2021 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 applicant 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 Chair shall call for a mover and seconder for each candidate (in order) as defined in Standing Orders. Any applicant who does not secure a mover and seconder will be automatically excluded from the vote.

The Chair shall call for a vote by a show of hands (LGA 1972 Schedule 12 Paragraph 13). A recorded vote may be requested in accordance with Standing Orders. For each candidate in turn, the Chair shall call for votes in favour, against, and abstentions.

The number of votes cast for each candidate will be announced. If there are more than four 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 will be declared co-opted. When there are only four candidates remaining, if any candidate receives more than the required absolute majority of the votes of Councillors present then they will be co-opted.

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 "Members' Disclosable Pecuniary and Other Interests" which will be lodged with North Northamptonshire Council, and will appear on the Council's website.

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. Other than as set out earlier 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

| | |
|--------------|---|
| 17 May | Closing date for completed applications to be delivered to the Council's office (by 9 am) |
| 17 to 19 May | Verification of applications |
| 17 to 19 May | Names of eligible candidates published |
| 19 May | Applicants " <i>Meet the Councillors</i> " Zoom session (if requested) |
| 19 May | Last date for candidates to provide text of presentation (by 5 pm) |
| 20 May | Council meeting |

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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 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 20 May 2021 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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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 19 May 2021. | |
| 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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