

Thank you

Thank you for showing an interest in becoming a Town Councillor. There is one vacancy on the Council, for Loatland ward. The Council will consider eligible applications to fill the vacancy at the Council meeting on 18 July 2024.

The law governing the election of local councillors is contained in several acts of Parliament and rules made by the Home Secretary. The principal legislation includes the Elections Act 2022, the Local Government Act 1972, the various Representation of the People Acts, the Representation of the People Regulations, and the Local Elections (Parishes and Communities) Rules.

The Council will vote on applications received and to be co-opted, a candidate must:-

- be eligible for election/co-option as a Town Councillor for Desborough;
 - complete the application form (and provide verifying evidence);
 - provide a statement to be read at the meeting;
- and at the meeting
- their candidacy must be moved and seconded by existing Town Councillors (under the Council's Standing Orders), and
 - they must receive a majority of votes from those Town Councillors present and voting (Local Government Act 1972 Schedule 12 paragraph 19).

If no candidate receives a majority of votes as set out then no co-option will be made. If that happens, a new timetable will be published and eligible candidates will be able to reapply if they wish.

What next?

The first stage for people who are interested in the position is 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. Although we will accept applications electronically, a "wet signed" paper copy of the form must be delivered to the Council's offices **by 9 am on Monday 8 July 2024**. 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. You can collect a paper copy of the form from the Town Council's offices.

Verification

Following receipt of application forms, the Proper Officer will verify the eligibility of applicants and may need to seek further information from applicants. Before being considered by the Council, applicants must provide satisfactory evidence of date of birth and proof of citizenship: a passport is easiest for this (a clear photograph or scanned copy will usually suffice - these will be deleted after the vacancy is filled). Eligible candidates will be advised and are required to provide a statement to be read at the meeting (either by them or on their behalf) to not exceed four minutes. Qualifying candidates will be invited to attend the Council meeting on 18 July 2024 to put forward their case. There may also be an opportunity for an informal get together with existing Councillors beforehand if candidates so desire (please contact the Town Clerk if you are interested in this).

Handling of Personal Data

Information provided by candidates is deemed to be personal information held for the purpose of considering co-option. Eligible applicants' names (and addresses if necessary for identification purposes) will be circulated to 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 any application will be treated as strictly private and confidential. It will be retained after the co-option meeting for only one month unless the application is successful, when it will be destroyed after six months.

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 8 July 2024 at the latest.

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.

Presentations

All applicants are required to provide the Town Clerk with a copy of their presentation text not later than 9 am on Friday 12 July 2024 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.

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.

Voting

Once all candidates have spoken (or had their words read), the Chair shall call for a mover and seconder for each candidate (in the order candidates appear on the agenda) as defined in Standing Orders. Any applicant who does not secure both 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.

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 will be declared co-opted. The Town Clerk will clarify the voting process before the vote is held.

After the vote

If a candidate is co-opted they do not become a Councillor until after the meeting, when they have signed the Declaration of Acceptance of Office. This confirms that they will be bound by the Council's Code of Conduct, Standing Orders, Financial Regulations, and all other Policies adopted by the Council. Within 28 days of the co-optation (and subsequently after any change), Town Councillors must also complete and submit 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.

Timetable

08 July	Closing date for completed applications to be delivered to the Council's office (by 9 am)
08 to 11 July	Verification of applications
12 July	Last date for candidates to provide text of presentation (by 9 am)
12 July	Names of eligible candidates published
15 or 16 July	Applicants " <i>Meet the Councillors</i> " session (if requested)
18 July	Council meeting

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Disqualifications

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 18 July 2024, 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: <ul style="list-style-type: none"> • am not employed by the parish council or hold a paid office under the town council (including joint boards or committees); • am not the subject of a bankruptcy restrictions order or interim order; • have not been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before 18 July 2024, and the ordinary period allowed for making an appeal or applications in respect of the conviction has passed; • have not been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices); • am not subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed; • have not been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate, or campaigner, or holder of a relevant elective office; • have not been disqualified from being or becoming a member following a conviction under the Localism Act 2011 	
vi. 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, or other legislation	

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-optation as a Desborough Town Councillor.

a) am 18 years of age or over (please give date of birth)	DoB:	Yes / No
b) am a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights (you will need to provide proof - eg passport)		Yes / No
c) have occupied as owner or tenant any land or other premises in the Town Council's area during the whole of the 12 months 18 July 2024.	Give details on separate sheet	Yes / No
d) my main or only place of work during the 12 months prior to 8 July 2024 has been in the Town Council's area.		Yes / No
e) have lived in the Town Council's area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election. Please give all addresses which apply.		Yes / No
f) am and will continue to be, registered as a local government elector for in the parish of Desborough from 08 July 2024 onwards		Yes / No

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

I confirm that I am qualified to stand for election and there is no reason why I would not be eligible for election as a Town Councillor	
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 9am on Friday 12 July 2024.	
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, Standing Orders, Financial Regulations, and all other Policies adopted by the Council from time to time.	
I declare the information given on this form to be true and correct.	

Signature

Name (BLOCK CAPITALS)

Address

Telephone no.

Email Address

Date of signature

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