



Where there is a requirement to co-opt new members, Reepham Town Council will seek and encourage applications from anyone in the Town who is eligible to stand as a Town Councillor. The process for co-option must be open, fair and transparent.

The vacancy will be advertised within the parish via the noticeboards, Town Council website and local publications.

Co-option Policy

1. In the event of a casual vacancy, the Town Council must give public notice as soon as practicable (in accordance with s. 232 of the Local Government Act 1972. The Town Clerk will inform Electoral Services at Broadland District Council, who will provide the necessary notice. These notices will be displayed on the website and noticeboards.
2. This notice allows for ten people on the electoral register to request, in writing to the Monitoring Officer at Broadland District Council, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).
3. If no request for a by-election is forthcoming, the Council may co-opt to fill the casual vacancy. Although advertising for expressions of interest is not a legal requirement, it is best practice to do so.
4. When the need for co-option arises, the Town Council will advertise the vacancy to seek and encourage expressions of interest from anyone eligible to stand. It is the responsibility of the applicant to ascertain that they are eligible. All candidates will be asked to complete the attached application form to confirm:
 - a. Reason for wishing to be a Councillor
 - b. Relevant community / Council work
 - c. Other skills they can bring to the Council.This information must be returned to the Clerk prior to the meeting where co-option will be discussed.
5. At the next Full Council meeting:
 - a. The Chairman will invite candidates to speak if they are in attendance and allow Councillors to ask questions of the candidates.
 - b. The Chairman will allow opportunity for debate on the order of priority to offer co-option to the candidates.
 - c. The meeting will vote on the acceptability of each candidate for co-option. An absolute majority is required for each candidate from all members present and entitled to vote.
6. If present, co-opted members will be asked to sign a Declaration of Acceptance of Office, then they may join the meeting.

7. The Clerk will notify Electoral Services of the new Councillor appointment, and the member will be required to send a Register of Disposable Pecuniary and other Interests form to Broadland District Council.
8. If no one accepts the vacant post(s), the whole process will be repeated when new individuals expressing interest are identified, or until the next election.
9. This same process will be used to co-opt members following an ordinary election after which vacancies remain.
10. This policy will be reviewed every two years, or as legislation changes.

The attached form will be used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option.

Adopted August 2022
Next review September 2024

APPLICATION FOR THE ROLE OF COUNCILLOR ON REEPHAM TOWN COUNCIL

The Applicant must satisfy themselves that they are eligible to stand as a Town Councillor. Qualifications are as follows:

- A British or Commonwealth citizen
- Aged 18 or over
- On the electoral register of Reepham
- **or**
Lived in the ward of Reepham, or within three miles of its boundary, for at least a year
- **or**
Been the owner or a tenant of land/property in the ward of Reepham for at least a year
- **or**
Had your only or main place of work in the ward of Reepham for at least a year

You will be disqualified to serve as a Councillor if any of the following applies:

- Subject of a bankruptcy restrictions order, or interim order
- been convicted of an offence in the UK Channel Islands or the Isle of Man in the last five years, which resulted in a sentence of imprisonment for a period of three months or more
- Disqualified by order of a court from being a member of a local authority.

If you have any queries regarding eligibility, please contact the Clerk, or the Monitoring Officer at Broadland District Council.

FULL NAME	
HOME ADDRESS, INCLUDING POSTCODE	
TELEPHONE NUMBER	
MOBILE NUMBER	
EMAIL	

Please tick this box, if you would like a Councillor or the Clerk to contact you, to discuss the responsibilities of the role ☐

Please briefly outline why you are interested in being a Town Councillor:

Please tell us something about the life experience will bring to the Town Council:

Please tell us about any skills you will bring to the Council, e.g. professional qualifications, financial or project management expertise:

Are there any questions you would like to ask the Council?

Please sign below and return to the Town Council Clerk on:
clerk@reephamtowncouncil.org.uk, or
Reepham Town Council, Town Hall, Church Street, Reepham, NR10 4JW

Signed:

Dated:

