

Polegate Town Council



CO-OPTION POLICY

Policy Number 23		
Issue No.	Date completed	Details of amendments
1	10.01.14	Presented to FC on 30/6/14
2	30.06.14	Adopted with amendments minutes 11025
3	23.05.16	For adoption at Annual Stat Meeting
4	22.05.17	Adopted at Annual Stat Meeting
5	21.05.18	Adopted at Annual Stat Meeting
6	20.05.19	For review and adoption at annual stat meeting
7	05.05.21	Adopted at Annual Stat Meeting
8	16.05.22	Adopted at Annual Stat Meeting
9	22.05.23	Adopted at Annual Stat meeting
10	20.05.24	Adopted at Annual Stat meeting
11	19.05.25	Deferred
12	11.05.26	Adopted at Annual Stat meeting

1. Causal Vacancies

- 1.1 On confirmation from the Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement onto the notice boards locally and the website and if possible, to the press notifying there is a vacancy with the reason for it and confirming there is to be a co-option.
- 1.2 The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Town Council, including a short statement explaining the reasons they want to become a Town Councillor.
- 1.3 There will be a deadline for responses of not less than 3 weeks from the date of the insertion. The date of the meeting when the co-option is to be made will be stated in the advertisement.
- 1.4 The Council will issue this policy to all employees as part of their induction and to all members as part of their welcome pack. The Council may also wish to draw the public's attention to this policy via the data transparency page on the Council's website. <https://polegatetowncouncil.gov.uk/council/data-transparency/>

2. At the meeting

- 2.1 At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 2 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow.
- 2.2 The voting process will follow standing order 8 (shown at 4. Below). To be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

3. After the full Town Council elections

- 3.1 In the event of vacancies following the close of nominations for the full Town Council elections, the Clerk shall follow the above procedure to fill the vacancies, and the co-option(s) will take place at the first possible Town Council meeting.

4. Standing Order 8: Voting on appointments

- 4.1 Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of once person. Any tie may be settled by the Chairman's casting vote.

5. Canvassing of and recommendations by Councillors

5.1 Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment. The Proper Officer shall disclose this requirement to every candidate.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council Co-Option Application Form

Use of Personal Information: The Town Council will use your personal information, including the information you provide in this application, solely for the purpose of assessing your suitability for appointment as a Town Councillor.

Name:	
Address:	
Are you 18 years old or over?	
Which ward do you wish to apply for (Please tick)	
Polegate North Ward	Polegate South Ward
Polegate Central Ward	

Please detail any experience you may have that is relevant to Polegate Town Council.
Continue on a separate sheet if necessary.

Is there any other information you would like to disclose regarding your application?
Continue on a separate sheet if necessary.

Declaration and Consent

I confirm that I have read the section entitled 'Use of Personal Information' and in signing this form I consent to the use and disclosure of my information included thereon. I declare the information on this form to be true and correct.

Signed:

Name:

Date:

-

Once completed, please return this form, together with the completed Co-Option Eligibility form to:

Polegate Town Council, 49 High Street, Polegate, East Sussex, BN26 6AL

Email: admin@polegatetowncouncil.gov.uk

Telephone: 01323 488114

Polegate Town Council Co-Option Eligibility Form

1. In order to be eligible for co-option as a Polegate Town Council Councillor, you must satisfy certain criteria. You must satisfy (a) and (b) below of the options (c) to (f)

Please tick which apply to you:

- a. I am 18 years of age or over: and
 - b. I am a British Citizen or a Citizen of the Commonwealth or a citizen of any member state of the European Union; and
 - c. I am registered as a local government elector for the town; or
 - d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish: or
 - e. My principal or only place of work during those twelve months has been in the town or
 - f. I have during the whole of those twelve months resided in the Town or within 3 miles of it.
2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a town councillor is they:
 - Are employed by the Town Council or holds paid office (other than Chairman, Vice Chairman or Deputy Chairman) under the Town Council (including joint boards or committees)
 - Are employed by an entity controlled by the Town Council.
 - Are the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or debt relief restrictions order or an interim debt relief restrictions order: or
 - Have within five years before the date of this co-option, or since their co-option been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
 - Are 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 1988.

Use of Personal Information

The Town Council will use your information, including that which you provide on this application, to assess your sustainability to be a Town Councillor.

Declaration and Consent

I _____ hereby confirm that I am eligible for the vacancy of Polegate Town Councillor, and I am not disqualified from being a town councillor under s80 of the Local Government Act 1972 and that the information given

on this form is true and correct. I confirm that I have read the section entitled 'Use of Personal Information' and in signing this form I consent to use and disclosure of my information included thereon.

Signed:

Name:

Date: