**ASHEN PARISH COUNCIL**

**NOTICE OF CASUAL VACANCY**

A vacancy has arisen on the Parish Council, which is the subject of the accompanying Notice. The purpose of this notice is to outline the relevant procedure, which is as follows:

1. If there are at least ten requests duly made in accordance with the accompanying notice, a public election will be held; this will be run by Braintree District Council and funded by the Parish Council;
2. If there are not the required number of requests for an election, the Parish Council will follow the established procedure for co-option of an additional councillor;
3. Following 21st January 2021, a further notice will be put up providing 21 days for anyone seeking co-option to make an application to the Parish Council;
4. The Parish Council will then consider the applications and make its decision at a meeting intended to be held in early March 2021; the meeting will be public; and
5. Subject to signing the declaration of acceptance of office the successful candidate will then become a parish councillor.