



STEEPLE PARISH COUNCIL

Procedure for Co-option of a Parish Councillor

Eligibility criteria

Candidates must be qualified to stand for election or if an election is not called within the specified time on the Notice of Casual Vacancy can be –co-opted onto the Parish Council. The Local Government Act 1972, Section 79, sets out the qualifications for standing as a candidate and the grounds for disqualification of a candidate.

On the day of nomination and the day of poll, you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union, and
- meet at least **one** of the following four qualifications:

a) Your name must appear on the register of local government electors for the parish/community at the time of your nomination and throughout your term of office should you be elected.

b) You have occupied any land or other premises as owner or tenant in the parish/community during 12 months before the day of your nomination and the day of election.

c) Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish/community area. You do not have to have paid employment to qualify, as long as your main or only place of work is in the parish/community area. For example, Councillors who's main or only job is being a Councillor would be able to use this qualification, if their council office is within the parish/community.

d) You have lived in the parish/community area or within three miles of it during 12 months before the day of your nomination and the day of election.

You may be disqualified as a candidate if:

- You are employed by the parish/community council or hold a paid office under the parish/community council (including joint boards or committees).
- You have been declared bankrupt in the last five years and has not repaid your debts.
- You have been convicted of a criminal offence and sentenced to at least three months imprisonment (including any suspended sentence) within the previous five years.
- You are disqualified due to corrupt practices under the Representation of the People Act 1983 or the Audit Commission Act.

Candidates Name: _____

Address: _____

Post Code _____

Tel: _____ Mob: _____

Email Address : _____

Length of time lived or worked in the Village of Steeple? _____

Are you or have you ever been a Councillor for a Parish/Town/District? _____

Please circle which eligibility criteria you meet. (a) (b) (c) (d)

Please write about who you are and why you would like to become a Steeple Parish Councillor and what skills you can contribute.

If you run out of space, please utilise the back of the form.

I, (INSERTNAME) hereby confirm, that I am eligible to apply for the vacancy of Steeple Parish Councillor, and that the information given on this form is a true and accurate record.

Signed.....Dated.....

Please return the completed form to the Parish Clerk by post to:

Parish Clerk,

Steeple Parish Council,

c/o 31 Burnham Road

Latchingdon

Essex CM3 6EU

Or email: clerk@steepleparishcouncil.gov.uk

- Short listed applicants will be interviewed by a panel of three Councillors
- the appointee will have to complete an Acceptance of Office before taking part in their first meeting.
- Sign the Code of Conduct and complete a register of interests' form (within
- 28 days of taking up office) which will be displayed on the Maldon District Council website with a direct link to the Steeple Parish Council website.