



## **Hednesford Town Council Co-option of Town Councillor**

Thank you for showing an interest in becoming a Town Councillor. The Council aims to fill the vacancy at the Full Council meeting on Tuesday 3<sup>rd</sup> August 2021.

The first stage is for people to come forward and complete and sign an application form. Candidates must confirm their eligibility for the position of Town Councillor within the statutory rules and provide basic information about themselves.

Following receipt of application forms and confirmations of eligibility, eligible candidates will be invited to attend the Council meeting on 3<sup>rd</sup> August.

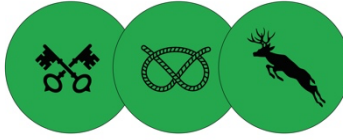
Copies of the eligible candidates' names and addresses will be circulated to all Town Councillors by the Town Clerk at least three clear days prior to the meeting of the Town Council at which the co-option will be considered. The details will be treated by the Town Clerk and all Town Councillors as strictly private and confidential.

At the Council meeting (which will be in public), the Mayor shall invite each candidate in alphabetical order to give a short presentation (circa 5 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 shall speak during this process. If any candidate wishes, they can submit a written statement to be read on their behalf (so long as it does not exceed 5 minutes). All candidates are required to provide the Town Clerk with a copy of their presentation text not later than 5pm on 3<sup>rd</sup> August. Any candidate who cannot attend will still be considered and their non-attendance shall not be counted against them.

Once all candidates have spoken (or had their words read) the Council will proceed immediately to vote for the new Town Councillor.

After the meeting, any candidate co-opted will be required to sign the Declaration of Acceptance of Office and undertaking to abide by the Town Council's Code of Conduct and, upon signing, will take office. A co-opted Town Councillor must also complete a Declaration of Interests form which the Town Clerk will lodge with the Monitoring Officer at Cannock Chase District Council within 28 days of the co-option.

Hednesford Town Council



Gateway to the Chase

## Co-option to Hednesford Town Council - Application Form

Name:

Address:

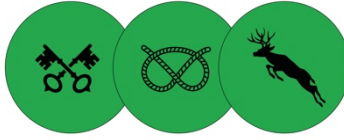
Telephone No:

Email Address:

Please answer the following questions carefully as they set out the legal qualifications for being a Town Councillor:

Are you over 18?	Yes/No
Are you a UK Citizen or Citizen of a Commonwealth Country?	Yes/No
Can you answer "Yes" to at least ONE of the following? <ul style="list-style-type: none"><li>I have lived in, or within 3 miles of, Hednesford for the last 12 months</li><li>I am registered on the electoral roll for Hednesford at the above address</li><li>I have, for the last twelve months, occupied (as owner or tenant) land or other premises in the town</li><li>My principal or only place of work during the last 12 months has been within Hednesford</li></ul>	Yes/No
Can you answer "Yes" to ALL of the following? <ul style="list-style-type: none"><li>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</li><li>In the last 5 years I have not been convicted in the UK, Channel Islands or Isle of Man of any offences or been sentenced to imprisonment (whether suspended or not) for three months or more without the option of a fine</li><li>I am not 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 1998</li></ul>	

Hednesford Town Council



Gateway to the Chase

**Use of Personal Information:**

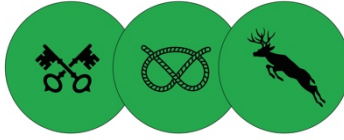
The Council will use the information provided on the form to evaluate your application to be co-opted as a town Councillor. The information will be treated as confidential and will not be retained after the co-option meeting unless your application is successful, in which case it will be destroyed within six months

Your skills, interests and experience:

Please tell us what the Town of Hednesford means to you: (100 words or less)

Please tell us why you would like to be a Councillor, and what skills, experience, interests, or perspectives you could bring to the Town Council: (100 words or less)

Hednesford Town Council



Gateway to the Chase

Being a Councillor can be a challenging but rewarding way to volunteer in your community. Please tell us what you would hope to gain from this experience: (100 words or less)

Please use this space to tell us about you. This could include your job, hobbies and any groups and organisations you are a part of: (100 words or less)

Please return this form to Michelle Baker, Operations and Regeneration Manager for Hednesford Town Council by emailing [Michelle.baker@hednesford-tc.gov.uk](mailto:Michelle.baker@hednesford-tc.gov.uk) no later than 6pm on Friday 26<sup>th</sup> June 2021.

The co-option will take place during the Full Council Meeting on Tuesday 3<sup>rd</sup> August 2021 at 7pm.