



Co-option Policy

Fincham Parish Council

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called.

To ensure a fair and transparent process is undertaken, Fincham Parish Council will follow the procedure as set out below: -

- 1) On receipt of written confirmation from the Electoral Services Office at BCKLWN that the casual vacancy can be filled by means of Co-option, the Clerk will: -
 - a) Advertise the vacancy for a minimum of 4 weeks on the Council noticeboard and website. Also, in the newsletter (if aligned with publication dates) & on the Council Facebook page.
 - b) Advise the Council that the Co-option Policy has been instigated by sending an e-mail to all Councillors.
- 2) Applicants for Co-option will be asked to:-
 - a) Submit information about themselves, by way of completing an Application Form.
 - b) Confirm their eligibility for the position of Councillor within the statutory rules, by completing an Eligibility Form.
- 3) Copies of the applicant's Application Form will be circulated to all Councillors by the Clerk no later than three clear days prior to the meeting of the full Council, when the Co-option will be considered.
- 4) Applicants will be required to attend the meeting of the Full Council when the Co-option will be considered. At the meeting, applicants will be asked to give a short presentation and may be asked questions.
- 5) Discussion about the applications will take place in council session without intervention from the candidates or public. Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained. Councillors shall vote by signed ballot. If any member so requires, the Clerk shall record the names of members who voted to show whether they voted for, against, or abstained. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- 6) Candidates may stay in the room for the vote.
- 7) After the vote has been concluded, the Chairman will declare the successful candidate duly elected.

Adopted: 17/05/2023

Reviewed:

Review Date: May 2026

Co-option Application Form

Name.....

Address

.....

..... Postcode

Telephone No. Mobile

E-mail address

Are you 18 or over? YES/NO

Please explain why you are interested in becoming a Parish Councillor and detail any experience you have that may be relevant to Fincham Parish Council. If you are a former Member, please also explain your reasons for wishing to rejoin the Council (Continue on a separate sheet if necessary).

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

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Signed Date:

Return your completed Co-option Application & Eligibility Forms to finchampc@gmail.com or post to Parish Clerk, Fincham Parish Council, c/o Memorial Hall, High Street, Fincham, King's Lynn, PE33 9EJ.

Co-option Eligibility Form

1. A person is qualified to be elected/co-opted as a Parish Councillor, if he/she is a qualifying Commonwealth citizen, or a citizen of the Republic of Ireland, or a relevant citizen of the European Union, and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) has reached 18 years of age and: -
 - Is registered as a local government elector for the parish; or
 - Has during the whole of the twelve months preceding the date of co-option, occupied as owner or tenant, any land or other premises in the parish; or
 - His/her principal or only place of work during those twelve months has been in the parish; or
 - Has during the whole of twelve months resided in the parish or within 3 miles of it.

Please circle which of the above applies to you.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she: -
 - a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
 - b) Is a person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986 (but see below¹); or
 - c) Has within five years before the day of election, or since his/her election, 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
 - d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

¹A person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief order becomes disqualified from the date of the judgement or execution.

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

Signed **Date:**

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