**Appendix 1**

**KEnDAL Town Council**

**Co-option Application Form**

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS -** (Block Capitals please) | | |
| **Name:** |  | |
| **Address:** | | |
| **Telephone or Mobile Number:** |  | |
| **Email address:** |  | |
| **Are you 18 or over?** | **YES** | **NO** |
| **Are you a British subject or a citizen of the Commonwealth or a citizen of a member state of the European Union?** | **YES** | **NO** |

**If NOT resident in Kendal please confirm the address for qualification in**

**Appendix 2 Section 1 Eligibility**

|  |
| --- |
| **Address:** |

**Is there any other information you would like to disclose regarding your application?** (e.g. if you are related to an employee of the Council / would require assistance during Council meetings with your mobility, hearing or vision)

|  |
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|  |

**Signature ………………………………………………………. Date …………………………………**

**For verification by Town Clerk**

Electoral Roll No.

**Please return your completed form, together with your written summary and the Co-option Eligibility Form to:**

Town Clerk

Kendal Town Council

Highgate

Kendal

Cumbria. LA9 4DL

Tel: 01539 793490 Email: [office@kendaltowncouncil.gov.uk](mailto:office@kendaltowncouncil.gov.uk)

|  |
| --- |
| **Please detail any experience you have that may be relevant to Kendal Town Council (If necessary, please continue using separate sheet of paper).** |
|  |

**Appendix 2**

**KENDAL Town Council**

**Co-option Eligibility Form**

1. In order to be eligible for co-option as a Kendal Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and be 18 years of age or over on the ‘relevant date’ (i.e. the day on which you are nominated or if there is a poll the day of the election). You must additionally be able to meet one of the following qualifications **(Please tick those that apply)**:

I am registered as a local government elector for the parish of Kendal; **or**

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 of Kendal; **or**

My principal or only place of work during those twelve months has been in the parish of Kendal; **or**

I have during the whole of twelve months resided within 3 miles of the parish of Kendal.

1. 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 town council (other than the office of Chair) or of a joint committee on which the Council is represented;

**or**

b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors\* (but see below);

**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.

\*This disqualification for bankruptcy ceases in the following circumstances: -

i) if the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

ii) if the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

iii) if the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

I **(*insert name*)** …………………………………………………………………………………………………………… hereby confirm,

that I am eligible to apply for the vacancy of Kendal Town Councillor, and the information given on this form is a true and accurate record.

**Signed** ……………………………………………………………………………………………. **Dated** ……………..………………………..

**\*Proposer** Name……………………………………………………………………………………….

**For verification by Town Clerk**

Electoral Roll No.

Electoral Roll No.

Address…………………………………………………………….……………………………………….

**\*Seconder**

Name…………………………………………………………………………………………………..……

Address…………………………………………………………………………………………………….

**\*(PLEASE NOTE PROPOSERS AND SECONDERS NEED TO BE ELECTORS IN THE WARD IN WHICH YOU INTEND TO APPLY FOR CO-OPTION)**

**Appendix 3**

**KENDAL Town Council**

**Co-option Guidance Notes**

Example competencies that would be desirable for a Parish Councillor are:

Personal Attributes

 Sound knowledge and understanding of local affairs and the local Parish.

 Forward thinking

 Can bring a new skill, expertise or key local knowledge to the Council.

Experience, Skills, Knowledge and Ability

 Ability to listen constructively

 A good team player

 Ability to pick up and run with a variety of projects

 Solid interest in local matters

 Ability and willingness to represent the Council and their Parish

 Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.

 Ability to communicate succinctly and clearly.

 Ability and willingness to work closely with other members and to maintain good working relationships with all members and the clerk.

 Ability and willingness to work with the Council’s partners (e.g. voluntary groups, other Parish Councils, principal authority, charities).

 Ability and willingness to undertake induction training and other relevant training.

 Experience of working with voluntary and or local interest groups

Circumstances

 Ability and willingness to regularly attend meetings of the Council. (Please note that the majority of Council meetings are held in an evening and, unfortunately, under present legislation the Parish Council is not permitted to contribute to the cost of Councillors’ childcare or care of dependants.)

Appendix 1 Application Form.

Examples of information to cover when detailing experience in the application form are as follows:

* why you are interested in being a Parish Councillor?
* tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.
* tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.
* If there are any questions you would like to ask the Council.