

## **Loxwood Parish Council**

### **APPLICATION FOR CO OPTION**

Thank you for your interest in becoming a Parish Councillor.

Please provide the below information to assist Loxwood Parish Council in making their decision.  
Please continue on a separate sheet of paper if you require more space to answer any of the questions.

**Full Name & Title** -----

**Home Address** -----

**Home Telephone** -----

**Mobile Telephone** -----

**Email Address**-----

**About You:** Please provide the Council with some background information about yourself. Please continue on a separate sheet if necessary.

**Reasons for Applying.** Please provide the Council with your reasons for wanting to become a Parish Councillor. Please continue on a separate sheet if necessary.

Your Signature -----Dated-----

Your application also requires signatures of two (2) registered electors (known as a proposer and seconder) from the Parish:

Proposer:

Signature 1.-----

Name-----

Address-----

Secunder:

Signature 2.-----

Name-----

Address-----

## **CO OPTION ELIGIBILITY FORM**

1. In order to be eligible for co-option as a Loxwood Parish Councillor you must be a British subject, or a citizen of the Commonwealth 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) 18 years of age or over and;

additionally able to meet one of the following qualifications set out below.

Please tick which applies to you:

- a) I am registered as a local government elector for the Parish or;
- b) 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 or;
- c) My principal or only place of work during those twelve months has been within the Parish or;
- d) I have during the whole twelve months resided in the Parish or within 3 miles of it 2.

2. Please note that under Section 80 of the Local Government Act 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 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.

DECLARATION I..... hereby confirm that I am eligible for the vacancy of Loxwood Parish Councillor and the information given on this form is a true and accurate record.

Signature..... Dated .....

Loxwood Parish Council is duty bound to treat this information as strictly confidential.

## **CO-OPTED COUNCILLOR PERSON SPECIFICATION**

### **Personal Attributes :**

Essential: Sound knowledge and understanding of local affairs and the local community. Forward thinking.

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

### **Experience, Skills, Knowledge, and Ability.**

Essential: 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 community. 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 staff. Ability and willingness to work with Council's partners (e.g., voluntary groups, other Parish Councils, principal authority, charities). Ability and willingness to undertake induction training and other relevant training.

Desirable: Experience of working or being a member in a local authority or other public body. Experience of working with voluntary and or local community/interest groups. Basic knowledge of legal issues relating to town and Parish Councils or local authorities. Experience of delivering presentations. Good standard of computer literacy.

### **Circumstances:**

Desirable: Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evenings and weekends. Flexible and committed to the Council