

Penmaenmawr Town Council

Procedure for Applying to be a Co-opted Member

Step 1

Confirm that you are eligible to be a member of the Council. The criteria set out in s.79 of the Local Government Act 1972 states you have to be:

- A British subject, or a citizen of the Commonwealth or the European Union and 18 years of age or over

Plus

- A local government elector for the council area for which you want to stand; or have during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in the council area

or

- Have during that same period had your principal or only place of work in the council area; or during that 12-month period resided in the council area.

If you are unclear about these criteria please contact the Clerk for advice: telephone 01492 623221 (m:0771 785 8211) or email clerk@penmaenmawr.org

Step 2

Confirm that you are not disqualified to be a Member of the Council. The criteria set out in s.80 of the Local Government Act 1972 say you cannot stand if you:

- are subject of a bankruptcy restriction order or interim order
- have, within the previous five years, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine
- work for the council you want to become a councillor for (but you can work for other local authorities, including the principal authorities that represent the same area).

If you are unclear about these criteria please contact the Clerk for advice.

Step 3

Make sure you understand what is involved. It is recommended that you read the publication, "Good Councillor Guide" which explains more about the role and the responsibilities of councillors.

Step 4

Send a letter to the Clerk at clekrk@penmaenmawr.org confirming you meet the criteria and would like to be co-opted. Your application will then be formally considered by the Council as soon as practicably possible.

Your letter you should explain how you are eligible (see step 1) and confirm that you are not disqualified (see step 2). Your letter should tell the Council why you are interested in applying and what you think you can bring to the role of Town Councillor. Some topics that you might like to consider are shown in the table below, but please note that you are not expected to be able to demonstrate all of these competencies.

Competency	Demonstrated By
Relevant knowledge	Knowledge and understanding of local affairs and the local community.
Experience, Skills, Knowledge and Ability	<p>A wide range of life skills and experience that reflects the local community. The Council is looking for councillors who can bring enthusiasm and commitment as well as some of the following:</p> <ul style="list-style-type: none"> ➤ Interest in local matters. ➤ Ability and willingness to represent the Council and their community. ➤ Good people skills. ➤ Ability to communicate succinctly and clearly both orally and in writing. ➤ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. ➤ Proficient reading and analytical skills. ➤ Ability and willingness to work with the council's partners (e.g. voluntary groups, other councils, principal authority, charities). ➤ Ability and willingness to undertake relevant training. ➤ Good IT skills.
Circumstances	<p>Ability and willingness to attend meetings of the Council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</p> <p>Flexible and committed to the Council</p> <p>Enthusiastic</p>

Step 5

Applicants will be invited to attend the next Full Council meeting at which, applications will be considered. The Clerk will provide you with an agenda for the meeting, which will normally be held on the last Tuesday of the month in the Council Chamber at Penmaenmawr Community Centre.

At the meeting you will be given the opportunity to speak for a maximum of 5 minutes to introduce yourself and explain why you want to join the Council.

If there are more candidates than vacancies the co-option will be decided by a ballot of the members. 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 will vote by show of hands, or, if at least two members so request, by signed ballot. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.

Step 6

On successful co-option you will be invited to sign a Declaration of Acceptance of Office which completes the process for joining the Council.