



NOTICE OF PARISH COUNCIL CO-OPTION

Upper Saxondale Parish Council wishes to co-opt two new councillors. This will increase the current number of councillors from five, to the maximum number of seven.

If any resident, or anyone working permanently in the parish, is interested in joining the parish council, please complete the application form which can be downloaded from the village website www.uppertsaxondale.com/councillor-application, or by emailing the parish clerk at parishclerk@uppertsaxondale.com. Paper forms are also available if required.

Applications will be considered by the parish council at its meeting on 29th April 2024. Applicants will be invited to attend the meeting and to give a very short presentation describing why they are interested in becoming a parish councillor and what their aspirations are for Upper Saxondale.

Please submit your application to parishclerk@uppertsaxondale.com by 31st March 2024.

COUNCILLOR - PERSON SPECIFICATION

Competencies

- Good written and oral communication skills.
- Competent IT skills.
- Competent maths skills.
- Capable of delivering presentations or talking in a group situation.
- A curious and constructive listener with an open mind.
- A team player, with good interpersonal skills who is able to contribute opinions at meetings whilst willing to appreciate the views of others and accept majority decisions.
- Proactive - able to manage projects, become actively involved and get stuff done.

Preferred Experience, Skills, Knowledge

- Can bring a new skill, expertise, or key local knowledge to the council.
- Interest in local affairs and knowledge of the community.
- Experience of working in or being a member of a local authority or public body.
- Experience of working with voluntary and or local community / interest groups.
- Availability to attend events and meetings of the council (or of other local authorities and local bodies), including evening and weekends.
- Ability and willingness to work with the council's partners (eg. voluntary groups, other community councils, principal authority, charities, suppliers and contractors).
- Interested and able to undertake appropriate training in a timely manner.
- Able to represent the council and their community in accordance with the code of conduct.

APPLICATION FORM

Your Full Name: (required)

Address (including postcode): (required)

Contact Details

Mobile: (required)

Email: (required)

Legal qualifications for being a parish councillor

To qualify you must be able to answer 'Yes' to both of the following questions:

Are you a British or Commonwealth citizen? Or an EU citizen with residency or voting rights?

Yes No

Are you 18 years of age or over?

Yes No

To qualify you must be able to answer 'Yes' to at least one of the following questions:

Are you on the parish electoral register for the Parish of Upper Saxondale ?

Yes No

Have you lived in the Parish of Upper Saxondale, or within 3 miles of its boundary, for at least a year?

Yes No

Have you been the owner or tenant of land or other premises in the Parish of Upper Saxondale for at least a year?

Yes No

Have you had your principal or only place of work in the Parish of Upper Saxondale for at least a year?

Yes No

DISQUALIFICATION

You must be able to answer 'No' to **both** of the following questions to be eligible to serve as a Councillor:

Are you the subject of a bankruptcy restriction order or interim order?

Yes No

Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man, which resulted in a sentence of imprisonment (whether suspended or not) for a period three months or more without option of a fine?

Yes No

Declaration and Consent

Full conditions are available in The Electoral Commission's document [Guidance for Candidates Part 1 Can you stand for election?](#)

Note: It is a criminal offence to make a false declaration

I declare that I am eligible to become a parish councillor in the Parish of Upper Saxondale and I certify that the contents of this application form are true and correct.

I consent to my details being retained if I am co-opted as a councillor.

I consent to receiving parish council documentation (including summons and agendas) via email.

This personal information will be confidential to the council and kept secure.

Please sign here (an electronic signature is acceptable):

Signature:	
Date:	

Save and forward. Or print, sign, and scan.

Send your completed application by email to: parishclerk@uppersaxondale.com

APPLICANT SUPPLEMENTARY INFORMATION

Please briefly outline why you are interested in being a parish councillor:

Please 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, legal or accounting experience:

Please tell us about the skills you feel you would bring to the council, for example, professional qualifications, financial, project or land management expertise, if any:

Are you prepared to undertake parish councillor training in the local area?

Yes No

Upper Saxondale Parish Council meetings take place every four to eight weeks in accordance with the annual published schedule.

Meetings commence at 7.00pm and usually last a minimum of 2 hours.

There will also be occasions when extraordinary meetings need to be held to discuss and resolve specific items.

Please note the role of a parish councillor is unremunerated.