

**MANTON PARISH COUNCIL**  
**Co-option process initiated 10 March 2021**

Following Terry Helsdon's resignation a statutory notice of the vacancy was posted. This notice expired on 1 March and no request for an election has been made. The council is now seeking to fill the vacancy through co-option of a volunteer.

The council is responsible for providing village services such as maintenance of the play area, cemetery, village wood, village green, street lighting, commenting on planning applications and liaising with Rutland Council regarding services which they provide. MPC meets the cost of services for which it is responsible through a "Precept" which is collected with the RCC Council Tax; in 2021/2022 this amounts to £13,000.

Parish Council meetings are held in the evening; owing to the Covid-19 situation these are held using Zoom at present. There are usually six ordinary meetings per year. Additional extraordinary meetings may be called to discuss matters, such as planning, which need to meet specific deadlines or to address urgent issues. The office of councillor is unpaid.

If you 18 or over, an elector in the Parish, or meet one of a number of other eligibility criteria set out in the application pack and are interested in applying to serve as Councillor please complete the application form in this pack and return to Roger Hornby by Friday 7 May. The process is as follows:

1. Candidates must apply in writing (by post or e-mail as set out on page2) using the application form attached. If you have any queries please contact Roger Hornby (MPC Chair) by e-mail ([roger.hornby@mantonparish.org.uk](mailto:roger.hornby@mantonparish.org.uk)) or phone on 07903 948629.
2. All candidates who have submitted applications by the deadline, Friday 7 May 2021, will be invited to attend the next full Parish Council meeting on Wednesday 19 May at 6.00pm via Zoom unless restrictions lifted. Applications submitted by e-mail must be signed before or on the evening of the meeting.
3. All Councillors will receive copies of the candidate applications along with the summons to attend the council meeting.
4. There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the Councillors.
5. To be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. If there is more than one candidate for the vacancy the process will be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote. If a majority is not attained an appointment will not be made.
6. If a further casual vacancy arises within three months after co-option, those that were unsuccessful can request that their application is resubmitted, this does not affect their rights to submit a completely new application.
7. Successfully co-opted applicants become Councillors in their own right with immediate effect, having signed a Declaration of Acceptance of Office, and are no different from any other member. Their term of office runs until the next quadrennial elections for the Parish Council. They must fill in an entry to the Members' Register of Interests within 28 days with a copy passed on to the monitoring officer at Rutland County Council.
8. There will be opportunities for training during their term of office.

**MANTON PARISH COUNCIL**

**Application form for co-option to the Parish Council**

Please complete this form to be considered as a candidate for membership of the parish council then return by post to: **Roger Hornby, Chair, Manton Parish Council, 9 Lyndon Road, Manton LE15 8SR** or by e-mail (preferably as a printable pdf document) to **roger.hornby@mantonparish.org.uk**

NAME:(Mr/Mrs/Miss/Ms/Other).....

ADDRESS:  
.....  
.....

E-mail address .....

Telephone landline .....mobile.....

**Qualification to serve**

You are at least 18 years old and a British citizen or an eligible Commonwealth and you must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered at the above address as a Local Government Elector for the area of Manton Parish? YES / NO
2. During the whole of the last 12 months have you resided in the Parish or within 3 miles (4.8 kilometres) of it? Show address if different from above. YES / NO
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Parish ? Give address of land or premises. YES / NO
4. During the whole of the last 12 months has your main place of work been within the Parish? Give address and place of work and employer if applicable. YES / NO

**Disqualifications** (as provided in the Local Government Act 1972, s80; Localism Act 2011, s34)- copy available on Manton Parish website:

If you answer "YES" to any of the following six questions then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

1. Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council or an organisation controlled by the Council? YES / NO
2. Have you ever been surcharged by the District Auditor for £500 or more? YES / NO
3. Have you ever been disqualified by a Court from holding Public Office? YES / NO
4. Have you ever been declared bankrupt? YES / NO
5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? YES / NO
6. Have you ever been found guilty of corrupt or illegal practices under Election Laws? YES/NO

I have set out information about my background and reasons for applying to be considered for co-option on pages 3 and 4 of this form.

Signed .....

Date.....

	<b>MANTON PARISH COUNCIL CO-OPTION OF COUNCILLOR APPLICATION FORM</b>
	MPC are keen to co-opt fellow members of the community who are team players, willing to contribute their own ideas whilst respecting those of others and accepting majority decisions. Experience of serving on a council or with other voluntary groups may be useful. Please use this form to explain how your background and skills may enable you to contribute to the running of the Parish.
	<b>NAME:</b>
1	<b>BRIEF CURRICULUM VITAE (You may attach a separate document)</b>
2	<b>REASONS FOR WISHING TO BE A COUNCILLOR</b>

<b>3</b>	<b>PREVIOUS COMMUNITY/VOLUNTARY/COUNCIL WORK</b>
<b>4</b>	<b>YOUR SKILLS WHICH MAY BE USEFUL AS A COUNCILLOR</b>
<b>5</b>	<b>ANY OTHER COMMENTS</b>