

# Ruyton XI Towns Parish Council

## Councillor co-option application form

If you are interested in becoming a councillor, please complete the application form below, which includes a section on essential and desirable skills and attributes. Please [return completed application forms to the Parish Clerk by 5pm on Sun 25<sup>th</sup> Sept 2022](#). The Council will receive nominations, consider applications received, and make a decision at the next Council meeting on 4<sup>th</sup> Oct 2022.

### Privacy

Ruyton XI Towns Parish Council is collecting/managing your personal data under the Data Protection Act 2018 and the General Data Protection Regulations 2018. Your information will only be processed by the Council for the purposes of your application and will not be shared with third parties. To find out more about our privacy arrangements please visit the Council's website: <http://ruytonxitownsparishcouncil.org.uk/privacy>.

### Personal details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

### Qualifications for candidates

To qualify for election/co-option to the Parish Council, you must meet certain legal criteria. Please confirm that on the date of your nomination<sup>1</sup> and thereafter you:

- are at least 18 years old  Yes  No
- are a Commonwealth citizen, a citizen of the Republic of Ireland, or a citizen of another member state of the European Community,  Yes  No
- **AND** that on that date, you meet at least one of the following four qualifications:
  1. you are, and will continue to be, registered as a local government elector for Ruyton XI Towns parish  Yes  No
  2. you have occupied, as owner or tenant, any land or other premises in Ruyton XI Towns parish during the whole of the 12 months before the date of your nomination  Yes  No

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<sup>1</sup> In the case of co-option, the date of nomination means the date of the meeting at which the Parish Council will formally receive nominations and decide who to co-opt to fill the vacancy/vacancies. In this case the date of nomination is 4<sup>th</sup> Oct 2022.

3. your principal or only place of work during those 12 months has been in Ruyton XI Towns parish

Yes       No

4. you have resided in Ruyton XI Towns parish or within 4.8km of it during the whole of those 12 months.

Yes       No

## Disqualifications for candidates

There are certain disqualifications for election, of which the main (see S.80 of the Local Government Act 1972) are:

1. holding a paid office under the parish council
2. bankruptcy
3. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine, during the five years preceding your election/co-option, **AND**
4. being disqualified under any enactment relating to corrupt/illegal practices.

## Essential skills and attributes

- Sound knowledge and understanding of local affairs and an interest in the local community.
- Ability and willingness to represent the council and the community.
- A commitment to champion the views of the community.
- Good interpersonal skills.
- Ability and willingness to work closely with other members, to be respectful of others' views, and maintain good relationships with all members and staff.
- To be prepared to undertake relevant training, as a minimum, Fundamentals of Councillors and Code of Conduct.
- Ability and willingness to attend evening meetings of the council, and potentially meetings of other local authorities and local bodies.
- Ability and willingness to work with council partners e.g. voluntary groups, other parish councils, and Shropshire Council.
- To be enthusiastic, to read information shared by staff and other members, and to participate fully in council matters.
- To communicate clearly and in a manner appropriate for the intended audience.
- To be flexible in your approach.

## Desirable skills and attributes

- Willingness to take on a special interest role within the council and be a point of contact for queries relating to that interest.
- A knowledge of HR, contract management, financial control, risk management and compliance.

**Please answer the following questions:**

1. Why do you want to be a parish councillor?

2. How will your skills and attributes contribute to the success of the Council and wider community?

**Declaration**

I confirm that the information I have provided is true and accurate.

PRINT/TYPE NAME \_\_\_\_\_

DATE \_\_\_\_\_