



Co-option Notice

EAST PECKHAM PARISH COUNCIL

Has

VACANCIES for TWO PARISH COUNCILLORS (subject to no election being called to fill one of the two vacancies)

If you are interested in serving the community in this way, please contact the Parish Clerk for an application form and further details (also available on the website www.eastpeckham-pc.gov.uk)

East Peckham Parish Council intends to discuss this matter on Monday 16 November 2020, Applications submitted to the Clerk by 06 November will be considered at this meeting

Thank you!

Parish Clerk: Mrs K Bell, The Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT

Email: councilmanager@eastpeckham-pc.gov.uk

website: www.eastpeckham-pc.gov.uk

Tel: 01622 871309

EAST PECKHAM PARISH COUNCIL

COUNCILLOR CO-OPTION INFORMATION AND APPLICATION PACK

FUNCTION OF THE PARISH COUNCIL

Parish Councils are the oldest form of local government and has been in use in England since the 8th century.

The modern Parish Council is a statutory elected local authority, which acts as a voice for local opinion by keeping in close and regular contact with its electorate and provides a focus for voluntary organisations in the area. We provide various services to the community including,

- Maintaining public areas and open space including the Jubilee Hall, Playing Fields and

car park.

- Bike Track, Muga, Youth Shelter, street snooker, outdoor gym
- Allotments
- Streetlights
- Churchyard and some village maintenance
- Christmas Lights
- Grant support to community and voluntary organisations
- Annual report and monthly newsletters

HOW WE DO BUSINESS

Full council meetings are held the third Monday of every month (except August and Bank Holidays). Each meeting has a public session in which members of the public can come along and raise issues of interest or concern. Meetings start at 7pm until 9pm. In addition to Full Council meetings the Council also has two Committees and a number of Working Groups. The two Committees are:

- Planning and Transportation Committee which meets on the 1st Monday of every month at 7pm
- Finance Committee which meets twice yearly in January and May.

DECISION MAKING

The Council is a corporate body. All decisions of the Council are taken by the majority vote during Council, or Committee meetings. The Chairman is responsible for ensuring the business of the meeting is transacted in accordance with the Council's standing orders and financial regulations in an efficient and timely manner. The Clerk to the Council is the Proper Officer/Responsible Financial Officer and carries out the statutory obligations of the Council.

HOW ARE WE FUNDED?

Each year the Parish Council sets a budget. Our income comes from a combination of money from services such as hall hire, allotment rents as well as a precept charge which forms part of residents Council Tax and is collected by Tonbridge and Malling Borough Council. In addition to the services offered we also work in partnership with Tonbridge and Malling

Borough Council and Kent County Council as well as other organisations. Where possible we will seek alternative sources of income such as developers' contributions and grants.

APPLICATIONS

Candidates are asked to complete a short application form and confirm they meet the eligibility criteria to become a parish councillor and return it to the office no later than 31 August 2020.

Completed forms will be considered by Councillors on 07 September 2020 when candidates will be invited to attend the meeting, to introduce themselves and to make a short statement in support of their application lasting no more than 5 minutes.

Members may ask a number of set questions and will then select their preferred candidate by way of a vote.

Candidates will be notified as soon as possible after the meeting and the successful candidates invited to attend the Parish Office to sign the Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct which embeds the Nolan seven principles of public life. Failure to sign the Declaration of Acceptance will result in automatic disqualification. The successful candidates will also be required to complete a Notification of Disclosable Pecuniary and Other Interests form.

Application to fill a Councillor Vacancy on East Peckham Parish Council by co-option.

To be completed and returned to:-

Parish Clerk Mrs K Bell, The Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT Email councilmanager@eastpeckham-pc.gov.uk Tel; 01622 871309 by 06 November 2020.

The Parish Council anticipates discussing this matter on Monday 16 November at 7.00 p.m.

Note: If successful, you will be required to complete an entry in the Parish Council's Register of Members' interests. This involves registering both your interests and those of your spouse/civil partner (or person with whom you are living as such). Information required includes disclosable pecuniary interests and covers areas such as employment, sponsorship, securities, contracts, land, and membership of other bodies on public record.

Full name of candidate Mr/Mrs/Ms/Miss

Address of candidate

Contact details

Home Tel No.

Mobile Tel No.

Email address:

1. Will you be at least 18 years old on the date of the Meeting Yes / No

2. In order for your eligibility to be confirmed please tick any of the following that apply to you
 - a. On the current electoral register for the Parish; you are required to remain on the register throughout your term of office) []
 - b. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before 07 September 2020 the day of nomination & election []
 - c. Main place of business during the last 12 months before the day of nomination & election is based in the parish []
 - d. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election []

3. Please indicate in no more than 100 words why you would like to join the Parish Council. You might want to include information on any particular interests or expertise

4. You would be disqualified if you are subject to a Bankruptcy Restriction Order or have been convicted of a criminal offence with imprisonment for 3 months or more, including suspended, within the last 5 years.

I am not aware of any disqualification to my serving as a Councillor

Signed

Date