

St Dominic Parish Council

Procedure for Co-Option of New Councillors

The process shall begin as an Agenda item at a regular, full Parish Council meeting.

At the meeting Councillors will decide on the following:

- a) Suitable wording for the advertisement of the Casual Vacancy/s whilst following the appropriate procedure as advised by the Parish Clerk.
- b) Where to advertise (e.g. Parish Council Notice Boards, Website, The Cornish Times)
- c) A start and end date for the receipt of applications (normally to be 10 working days)

Although not compulsory, it is suggested that interested persons may wish to attend a Parish Council meeting to observe proceedings, prior to the interview process, if they have not already done so.

Potential Councillors will be invited to submit a letter of application to the Clerk, to be no more than one side of a sheet of A4 paper. The letter should set out their reasons for applying to be a Councillor and how they feel that they can contribute to the local community.

The Clerk will check all applications for eligibility criteria and then circulate copies of the application letter to all Members of the Parish Council.

The Clerk will arrange a mutually convenient date for all interested Councillors and applicants and book an interview room accordingly. Applicants will be asked to attend at half-hourly intervals. Councillors (or the Interview Panel) will convene 15 minutes before the first interview to decide on the format of appropriate questions.

When the interview process has been conducted, Councillors will vote on the applicant/s, by a show of hands. The Clerk will notify all applicants in writing of the Parish Council's decision.

If no applicants are thought to be suitable, the vacancy will be re-advertised.

Adopted by St Dominic Parish Council at its meeting held on 5th September 2017.
Minute Item 9 refers.