

**BRIDGNORTH TOWN COUNCIL  
TOWN COUNCIL MEETING  
18<sup>th</sup> May 2021**

LJ/2021

11<sup>th</sup> May 2021

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 26 – TOWN COUNCIL VACANCIES

AIM

1. For members to consider at timetable as to how they might fill the 3 vacancies on the Town Council following the recent elections at which insufficient candidates stood.

BACKGROUND

2. The Town Council has a policy on co-option, extract enclosed.

DISCUSSION/ COMMENT

3. The current vacancies prompt the implementation of the exiting co-option policy.
4. In implementing the policy it is helpful for the Council to agree the timeline of events to be published by the Democratic Services Officer. A proposed timetable is provided:

Monday 23<sup>rd</sup> May – Co-option timetable published on the Town Council Website and notice boards and vacancies advertised.

Friday 18<sup>th</sup> June – Last day for candidates to register an expression of interest (in writing) in being co-opted onto Bridgnorth Town Council.

Tuesday 6<sup>th</sup> July – Town Council meeting to consider candidates.  
(candidates will be invited to speak for up to 3 minutes before members vote)

RECOMMENDATION(s)

5. It is recommended that the Town Council RESOLVES to approve the co-option timetable:

Monday 23<sup>rd</sup> May – Co-option timetable published on the Town Council Website and notice boards and vacancies advertised.

Friday 18<sup>th</sup> June – Last day for candidates to register an expression of interest (in writing) in being co-opted onto Bridgnorth Town Council.

Tuesday 6<sup>th</sup> July – Town Council meeting to consider candidates (candidates will be invited to speak for up to 3 minutes before members vote)



Lee Jakeman  
Town Clerk

Enclosure:

### **1. Procedure for Conducting Co-options**

#### a) Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement into the press notifying there is a vacancy with the reason for it and confirming there is to be a co-option. The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Parish Council, including a short statement explaining the reasons s/he wants to become a Parish Councillor. There will be a deadline for responses of not less than 6 weeks from the date of the insertion. The date of the meeting when the co-option is to be made will be stated in the advertisement.

#### At the Meeting

At the Council meeting when the co-option takes place (which shall be in public session), each nominee will be invited to speak for up to 3 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. The voting process will follow standing order 8 below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

#### b) After the full Parish Council Elections

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.

#### Standing Order 8: Voting on Appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote. (in the matter of co-option voting shall be in public and by a show of hands)

**Canvassing of and Recommendations by Councillors** Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment. The Proper Officer shall disclose the requirements of this to every candidate.