

The Annual Statutory meeting of the Council

Monday 13th May 2019

Agenda item 4.0

APPLICATIONS FOR THE TWO CASUAL VACANCIES

1.0 Summary

1.1 We have received five applications for the two casual vacancies on Uckfield Town Council:

1.2 Two applications were received for the ward of Uckfield Ridgewood:

Mr Peter Selby
Mrs Karen Bedwell

1.3 Three applications were received for the ward of Uckfield North:

Mr Colin Snelgrove
Mrs Lisa Smith
Mrs Patricia Dann

2.0 Co-option Policy

The Town Council's Co-option Policy is as follows, in the year of an election, so we will be following these procedures on the night:

3.0 POLICY IN ELECTION YEARS

3.1 *In the event of the need for co-option in an election year, the following process will be undertaken:-*

3.1.1 *If following the close of nominations at an Ordinary Election, there is a quorum of Elected Members, but some outstanding vacancies, the Clerk will advertise for interested candidates by placing notices at various locations in the Town, on the Council's website on social media and by placing an advertisement in a local paper.*

3.1.2 *The Clerk will require prospective candidates to:-*

- *complete a form providing confirmation that each candidate is both qualified and not disqualified from holding office,*
- *attend a meeting of the Full Council and*
- *provide a one page 'manifesto' to assist Members in reaching a decision.*

3.1.3 *Prospective candidates will be provided with relevant information on the responsibilities of being a Town Councillor and the nature of their duties and will also be advised that the Town Council are not obliged to co-opt any Member, if it is felt that candidates are not suitable.*

3.1.4 *The closing date for nominations will be noon on the Monday after the election takes place and co-options will be considered at the first meeting of the Full Council following the election, (usually the Annual Statutory Meeting), and will be the first business to be considered after the Election of the Mayor and Deputy Mayor.*

3.1.5 *At the co-option meeting, candidates will be given the opportunity to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of the Town Council. The process will be carried out in public session and*

there will be no private discussions between Members prior to a vote being taken. Voting will take place in the normal way as soon as all candidates have finished giving their submissions.

- 3.1.6 *In order for a candidate to be elected to the Council, it will be necessary for them to obtain 50% + 1 of the votes available at the meeting.*
- 3.1.7 *If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.*

3.0 Manifestos

- 3.1 Applicants will be reading out their manifestos at the meeting on Monday evening.