

**Councillor Co-Option process  
Town Council 21 November 2017**

**RECOMMENDED**

- (i) that the Town Council agrees a co-option procedure with 2 elements - a written application and a presentation at a Town Council meeting
- (ii) that the date for the Town Council to meet and consider the co-option is agreed.

**Introduction**

1. The Town Council has a vacancy to be filled by co-option. The Town Council can set the application process, but the law requires that the decision of whom to co-opt must be made and declared at a full Town Council meeting.

**Application Procedure**

2. The customary practice at this Council is to advertise the vacancy as widely as possible throughout the town and for candidates to submit a written application on a standard form.
3. After the closing date, all candidates are invited to attend a Council meeting during which each candidate is requested to make a 5-minute presentation (in open session); the presentation should be concentrated upon the contribution they feel they can make to the work of the Council. Immediately following the presentation Councillors may ask questions about the presentation or other topics related to the role of a Town Councillor.
4. The decision is taken at the Town Council meeting whom should be co-opted.

**Timetable**

5. It is the Town Council's usual practice to have a Town Council meeting specifically for the co-option process.
6. A provisional timetable is given below:
  - December 2017 – advertise for candidates, send out application packs
  - 12 January 2018 Closing date for completed applications
  - Tuesday 23 January 2018 Town Council meeting for candidate presentations and co-option decision

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Background Papers: Somerset Association Of Local Councils Briefing Note on Casual Vacancies

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