

BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL

CO-OPTION DOCUMENTS

COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Sound knowledge and understanding of local affairs and the local community. Forward thinking.	• Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	• Ability to listen constructively. • A good team player. • Ability to undertake a variety of projects. • An interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). • Ability and willingness to undertake induction training and other relevant training. • Ability and willingness to attend meetings of the Council. • Ability and willingness to represent the Parish Council at other meetings, as necessary	• Experience of working with voluntary and or local community / interest groups. • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations.

Councillor Eligibility Form

Are you a British subject, citizen of the Commonwealth or a citizen of the European Union?	Y/N
On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll on the day of election) are you 18 years of age or over?	Y/N
Are you registered as a local government elector for Bokesbourne with Patricxbourneor Snowdown?	Y/N
During the whole of the twelve months preceding the date of your co-option, have you occupied as owner or tenant, land or other premises in Bokesbourne with Patricxbourneor Snowdown?	Y/N
During the whole of the twelve months preceding your co-option, have you lived in the Bokesbourne with Patricxbourneor Snowdown or within three miles of?	Y/N
Under the Local Government Act 1972, section 80, a person is disqualified from being elected as a local councillor or being a member of a local council if specific criteria are not met:	
Are you an employee of Bokesbourne with PatricxbourneParish Council?	Y/N
Are you the subject of a bankruptcy restrictions order or interim order?	Y/N
Within the last five years, have you been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more, without the option of a fine?	Y/N
Are you disqualified by order of a court from being a member of a local authority?	Y/N

Declaration

I, _____, hereby confirm that I am eligible for the vacancy of Bokesbourne with Patricxbourne Parish Councillor and the information given on this form is a true and accurate record.

Application For Co-Option

First Name	
Surname	
Address, including postcode	
Telephone number	
Email address	

Please tell us the skills that you can bring to Bekesbourne with Patrixbourne Parish Council - for example, professional qualifications, financial or project management expertise.

Please explain why you are interested in becoming a Parish Councillor?

Please include any other information you would like to add in support of your application.

Are there any questions that you would like to ask the Parish Council?

DECLARATION

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

Signature:

Date:

Print Name:

PRIVACY NOTICE

Bekesbourne with Patrixbourne Parish Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulations and the Data Protection Act 2018. We process your personal data in accordance with the law and will not use it for any other purpose than this application.

Please send the completed eligibility and application forms to the Parish Clerk:

By email to: **clerk@bekesbournewithpatrixbourneparishcouncil.gov.uk**

Or by post to:
Parish clerk
2 Garrison Close
CT203SQ