

Minutes



Meeting held: St Georges & Priorslee Extraordinary Parish Council Meeting
Date: 7 p.m. on Tuesday 27th April 2021
Venue: A remote meeting by Zoom videoconference

Chairman: Cllr Richard Overton

Minute Taker: Vicky Brain (Parish Clerk/Responsible Finance Officer)

Present:

Councillors:	R Overton (Chairman)	R Cadman	E Dabbs
	I Fletcher	Mrs V Fletcher	S Handley
	Mrs B Richards	Mrs M Warner	R Williams
	D Wright		
In attendance:			

149/21	Apologies	
	There were no apologies.	
150/21	Declarations of interest	
	There were no declarations of interest.	
151/21	Co-option Policy	
	The Clerk had circulated a draft policy and some questions to consider. After a discussion, it was Resolved to adopt a revised version of the draft Co-option Policy – see Appendix A.	
152/21	Next Meetings	
	There was a discussion about the Annual Parish Meeting (APM) and the Annual Meeting of the Parish Council (the ‘AGM’) since in previous years it has been found to be less confusing to hold the APM in April before the normal Parish Council meeting and to have the AGM in May. The Clerk was asked to check the time constraints for these. The next meeting of the Parish Council will be held at 7.00 p.m. on Tuesday 18 th May 2021. The meeting closed at 7.50 p.m.	

Signed by Chairman..... Date.....



ST GEORGES & PRIORSLEE PARISH COUNCIL

CO-OPTION POLICY

A policy setting out the procedure for co-opting to a casual vacancy

Adopted at an Extraordinary Parish Council Meeting on 27th April 2021

Introduction

If no request for an election is received by Telford & Wrekin Council by the date on the Notice of Vacancy, the Elections Team will advise the Parish Council that it must co-opt to the vacancy as soon as possible. Co-option is the process by which the Parish Council selects a new Councillor and it is done as an agenda item within one of the monthly Parish Council meetings.

The Parish Council manages the process of co-option by itself and strives to demonstrate that it is a fair and equitable by following the procedure set out below:

Procedure

1. A person is eligible to be co-opted provided he or she is qualified to be a Councillor according to s79 of the Local Government Act 1972 and is not disqualified by s80 of the Local Government Act 1972. Candidate(s) for co-option will be required to declare in writing that they meet the requirements for eligibility and are not disqualified under s80 of the Local Government Act 1972.
2. St Georges & Priorslee Parish Council invites interested candidates to write to the Clerk by a specific date. This date is to be set by the Parish Council at a Council meeting. Candidates will be asked to provide a written statement saying why they would be a good councillor. If there is only one applicant for one vacancy, the applicant is automatically co-opted to the Parish Council provided he or she is eligible (see paragraph 1). If there is more than one applicant, the Clerk will circulate to Councillors ahead of the meeting at which a Parish Councillor is to be co-opted a list detailing the information of the interested applicants. This formal list will form part of the meeting pack which Councillors receive for every Parish Council meeting.

3. The Clerk will place the names of the candidates into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
4. Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.
5. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes will be eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority. If at any stage of the voting, there is a tied vote then the tied candidates will be entered into another vote to decide who should be eliminated. If it is still a tied vote, then the Chairman will use his or her casting vote to decide who should be eliminated, or if it is the final stage to decide which candidate should be co-opted.
6. The successful candidate is then declared co-opted to the Parish Council and will be asked to join the meeting.
7. The successful candidate will sign the formal Declaration of Acceptance of Office as Councillor of St Georges & Priorslee Parish Council.
8. The successful candidate is a Councillor in his or her own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.