



## FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

(023) 8069 2403 [enquiries@fair oak-pc.gov.uk](mailto:enquiries@fair oak-pc.gov.uk)

[www.fairoak-pc.gov.uk](http://www.fairoak-pc.gov.uk) [@fairoakandhortonheathparishcouncil](https://www.facebook.com/fairoakandhortonheathparishcouncil)

# CO-OPTION APPLICATION FORM

### General Data Protection Regulations

Information from this form will be processed in accordance with GDPR. This form is divided into three sections:

- The **GREEN** section of this form will form part of a public agenda
- The **BLUE** section of this form will solely be used for Parish Council administrative purposes
- The **RED** section of this form will be shared with councillors only

Should you have any concern about the information required, please contact the Clerk.

A quick guide to the co-option process can be found at the end of this form.

### Contact Information

<b>Title:</b>		<b>Full Name:</b>	
<b>Address:</b>			
<b>Telephone:</b>		<b>Date of Birth:</b>	
<b>Mobile:</b>		<b>Email Address:</b>	
<b>Signed*</b>			

\*By signing this form, you consent to the use and disclose of the information included therein. An electronic signature will be accepted.

### Qualification for Co-Option

**Do you confirm that you are at least 18 years of age and either a British Citizen, eligible Commonwealth Citizen or citizen of a member state of the European Union.**

Yes

No

**Please confirm which of the following apply (tick all that apply)**

You are a registered local government elector for Fair Oak & Horton Heath

You have occupied as owner/tenant land or other premises within Fair Oak & Horton Heath during the the whole of the past 12 months

Your main or only place of work during the past 12 months has been in Fair Oak & Horton

You have lived in Fair Oak & Horton Heath or within three miles of it during the whole of the

**Please confirm if any of the following apply (tick all that apply)**

You are subject of a bankruptcy restrictions order or interim order

You have been sentenced to a term of imprisonment of three months or more (including suspended sentences) without the option of a fine, during the previous five years

You have been disqualified under the Representation of the People Act 1983 for corrupt or illegal election practices within the previous five years

You have been disqualified from standing for election following a decision of the First-Tier Tribunal

Upon completion, please submit this Application Form to the Clerk: [clerk@fair oak-pc.gov.uk](mailto:clerk@fair oak-pc.gov.uk)

### Committees/Sub-Committees

**If you are co-opted, which committees would you like to serve on?**

*Please see the Council's Standing Orders for the terms of reference for the committees. These can be found on the Council's website [www.fairoak-pc.gov.uk](http://www.fairoak-pc.gov.uk)*

Asset Committee	
Finance Committee	

**What are your main areas of interest which are relevant to the Parish Council**

**Please set out what skills, experience & knowledge you feel you will bring to the Council**

**What you would like to achieve as a councillor?**

**Why do you want to serve as a councillor from 2021 to 2023**

**Please set out any further information you feel that supports your application**

*Examples: Your career or current job, involvement with community organisations etc*

## COOPTION PROCESS – QUICK GUIDE FOR CANDIDATES

1. When a casual vacancy arises or where there has been an uncontested election and not all seats are filled during an ordinary election, the Parish Council will advertise its vacancies on its website.
2. The Council will consider applications from all eligible candidates (see blue section of the application form).
3. Candidates will be required to complete the application form above.
4. All forms must be submitted to the Clerk by the advertised closing date.
5. All applications received will be considered at the next suitable Parish Council meeting and will have an agenda item to consider applications for the office of Parish Councillor.
6. Eligible candidates will be invited to attend the meeting.
7. Relevant sections of the application forms will be attached to a report for the Councillors to consider.

### At the Co-option Meeting

8. At the co-option meeting, candidates will be given three minutes maximum to introduce themselves to the Parish Councillors, give information on their background and experience and explain why they wish to become a member of the Parish Council. This will be held in the public session.
9. When all candidates have given their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the Councillors in attendance (Local Government Act 1972 Schedule 12 Paragraph 13).
10. In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Councillors will have one vote per vacancy. In the event of a tie between two candidates for one vacancy, the Chairman of the Council will exercise their casting vote.
11. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
12. If there is only one candidate for one vacancy they are not automatically co-opted – a yes/no vote will take place.
13. If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Council's Code of Conduct, and may take office immediately thereafter. If not present, a co-opted candidate will sign the declaration of Acceptance of Office either before or at the next meeting of the Council.
14. The Clerk will notify Eastleigh Borough Council Electoral Services of the co-option of the new Parish Councillor.
15. The new Councillor(s) will also complete a Declaration of Interests form which the Clerk will submit to the Monitoring Officer within 28 days of the co-option.