



## MALDON TOWN COUNCIL

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**CLOSING DATE FRIDAY 19<sup>th</sup> JANUARY 2018**

## **Becoming a Town Councillor**

### **Introduction**

Throughout England and Wales about 9,000 parish, town, community and neighbourhood councils (all of which are local councils) work towards improving community well-being and providing better services at a local level. They are the tier of local government below the level of district, borough or unitary council and are the tier closest to the people.

There are 15 seats on Maldon Town Council. Following the recent resignation of a councillor, the Town Council is seeking to fill the vacant seat by co-option.

### **Eligibility and requirements**

Initially, you may have little knowledge of council work but this will come, along with experience and confidence. As a new Councillor you will bring to the council fresh enthusiasm and new ideas, a care for your community and a willingness to learn.

A candidate for a parish or town council is qualified if, when nominated:

- he or she is a British subject or Irish citizen
- is 18 years of age, and
- is either in the list of electors for that parish or town or has during the whole of the preceding twelve months
  - occupied land as owner or tenant in it, or
  - had a principal place of work there, or
  - resides in or within three miles of it.

### **People who cannot stand for election as a councillor**

In accordance with section 80 of the Local Government Act 1972, a person is disqualified from being elected to a local authority if he/she:

- is employed by the local authority, holds a paid office under the authority or holds a politically restricted post within a local authority, as defined in s.2(1) of the Local Government and Housing Act 1989
- is subject to a bankruptcy restrictions order or interim order
- has within five years before the day of election been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine
- has been disqualified under Part III of the Representation of the People Act 1983 (which relates to donations and other offences)

Maldon Town Council is responsible for 3 major buildings, the Town Hall (which is run as a community hall with 2 rooms available for hire), the Moot Hall and the Plume building; 3 closed churchyards one of which is now the public garden in the grounds of the Plume building; Leech Memorial Garden; Market Hill Garden; numerous green spaces in the town; and 3 allotment sites. The Council operates a small grants scheme for local groups and supports both the Maeldune Trust to run the Heritage Centre and the Friends of the Moot Hall to run the Moot Hall.

The Town Council is consulted on all planning, transport and minerals & waste applications affecting the town. All Council and Committee meetings are open to the public and have a public question time.

### **Commitment**

The full Council meets 8 times each year. Much of the work is undertaken by the 3 Standing Committees: Environment; Finance & General Purposes; and Planning. Members are expected to serve on at least 1 standing Committee each year.

In addition there are working parties/task and finish groups set up with specific tasks which operate for a short time, for example to review a service or undertake a project. Some working parties meet each year to run regular events such as Remembrance Sunday.

Whether elected or co-opted onto the Council, Members are required to attend meetings of the Council and the Committees on which they serve, unless they have an acceptable reason for absence. It is expected that Members will conform to the requirements of the Town Council's Standing Orders which set out how the Council is run and how councillors are expected to conduct themselves.

### **Person Specification**

The most important qualities needed to be a local councillor is an interest in and willingness to be involved in your local community, have time to attend meetings and a desire to serve without a personal agenda.

No specific educational qualifications are required and effective councillors can come from all walks of life. However, they are expected to be able to communicate

appropriately, be objective and measured in their approach and to respect democratic decisions.

Training is available and this provides a useful grounding in the basic legal issues relating to local councils. Candidates should be willing to attend such training.

Please complete and return the attached application. If you have any questions, please do not hesitate to contact me.

Kind Regards

A handwritten signature in cursive script that reads "Jane Coleman".

**JANE COLEMAN**  
**Town Clerk**



**MALDON TOWN COUNCIL  
APPLICATION FOR CO-OPTION**

Name.....  
Address.....  
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Telephone.....  
E-mail.....

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Personal Statement (approximately 50 words) please explain why you want to become a Town Councillor:-

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I confirm that I am qualified to stand for co-option to Maldon Town Council.  
Signed.....Date.....