



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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10 March 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend an **extraordinary** meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 16 April 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Councillor E Harvey
Chairman of Ledbury Town Council

FILMING AND RECORDING OF COUNCIL MEETING

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018.

AGENDA

1. To receive apologies for absence
2. To receive Declarations of Interests

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hours prior to the meeting.)

3. **To note the Nolan Principles**
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010**
(Page 1)
5. **To approve and sign as a correct record the minutes meetings of Council held on 12 March 2026**
(Pages 2-11)
6. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**
“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business of the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting.”

GOVERNANCE

7. **To receive a presentation from co-option candidates in accordance with the Councils Co-option Policy (5 minutes per candidate)**
(Pages 12 - 17)
 - i. Jonathan Browning – Ledbury West
 - ii. David Kettle – Ledbury West
 - i Gary Troy – Ledbury West
 - ii Lesley Fleur Wilkinson – Ledbury South
 - iii Joseph Hamblin – Ledbury North Ward
8. **Exclusion of Press and Public**

In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting
9. **To consider applications for co-option** **(Pages 18 - 25)**
10. **Reopening of Public Session**
11. **To nominate candidates for co-option**
12. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for Thursday, 23 April 2026

Distribution: Full agenda and reports to all Councillors (11)
Plus file copy

Agenda and reports excluding confidential items to:
Local press (1), Library (1), Council Website (1)

SECTION 149 OF THE EQUALITIES ACT 2010

Members are requested to note the information provided below and give due consideration to Section 149 in their decision making as set out within.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 12 MARCH 2026**

PRESENT: Councillors Chowns, Harvey (Chair), Hughes, Kettle, Morris and Troy

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Rudd – Minute Taker
Stef Simmons – Ward Councillor

C1194. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Browning, Eakin and Sinclair

C1195. DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in agenda item 20, due to being a resident in Southend.

C1196. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be noted.

C1197. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, noting that the Clerk would advise Members when it is appropriate for matters to be considered under this Duty.

C1198. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 25 FEBRUARY 2026 AND AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 26 FEBRUARY 2026

RESOLVED:

That the minutes of the meeting of Council held on 25 February 2026 and an extraordinary meeting of council held on 26 February 2026 be approved and signed as a correct record.

C1199. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the action sheet be received and noted subject to Nina Shields name being corrected within.

C1200. CHAIRMAN'S COMMUNICATIONS

The Chair advised Members of upcoming events which she was unable to attend: the Opening Ceremony for the Berlin Wall segment at Eastnor, the Herefordshire Armed Forces Covenant Partnership's Annual Review and Breakfast Networking event and the Declaration of the High Sheriff. Invitations will be circulated to the appropriate councillors to attend in her place.

C1201. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Councillor Simmons spoke on behalf of local residents in respect of Agenda item 20.

It was suggested that agenda item 20 be moved up the agenda to allow residents to hear the debate and any decisions the Council may make on this item. However, it was noted that as Councillor Morris had declared a pecuniary interest and would therefore be leaving the room for the debate, this would render the meeting inquorate and therefore Council would not be able to make any decisions in respect of this matter at this meeting.

C1202. TO GIVE CONSIDERATION TO A DRAFT TRAFFIC REGULATION ORDER SUBMISSION IN RESPECT OF SOUTHEND/MABLES FURLONG PARKING AND ROAD SAFETY REQUEST (COUNCILLOR SIMMONS)

The chair suggested that the Clerk be delegated powers to write to Highways Officers acknowledging the Council had had sight of the proposed TRO submission prepared by Councillor Simmons and that this item be referred back to the meeting of Council scheduled for 2 April 2026, in the hope that there will be sufficient Town Councillors in attendance for the agenda item to be debated and a decision made on whether to support it or not.

RESOLVED

- 1. That the Clerk write to the Highways Officer acknowledging that Ledbury Town Council had had sight of the proposed TRO submission prepared by Councillor Simmons and that they understand the concerns of the local residents.**

2. That this agenda item be referred back to the meeting of Council scheduled for 2 April 2026.

Members of the public left the meeting at 7:26 pm

C1203. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1204. TO RECEIVE AND NOTE MONTH 11 FINANCIAL REPORTS

RESOLVED:

1. Receipts and payments for 1 – 28 February 2026 be received and noted.
2. The balance sheet and trial balance for month 11 be received and noted.
3. The budget monitoring reports for 1 April to 28 February 2026 be received and noted.

C1205. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR FEBRUARY 2026

RESOLVED:

To note that Councillor Hughes confirmed that he had verified and signed the Bank Statements and Reconciliations for February 2026.

C1206. TO APPROVE INVOICES FOR PAYMENT FOR MARCH 2026 (INTERIM)

RESOLVED:

1. That the invoices for payment in the sum of £17,867.99 plus VAT be approved for payment.
2. That the Accounts Clerk be instructed to undertake the following actions:
 - i) That £1,264 be moved from budget line 220/4580 (Audit external) to budget line 220/4130 (Insurance).
 - ii) That £2,130 be taken from EMR 336 – Community projects in respect of the cost of the defibrillators.

- iii) That members approve a virement of £500 from budget line 201/4170 (Market House Maintenance) to budget line 202/4150 (Cleaning).
 - iv) That £2,000 be moved from budget line 220/4579 (Audit Internal) to this budget line 220/4590 (Audit Internal).
 - v) That £5,000 be moved from budget line 214/4900 (Buses 4 Us) to budget line 214/4890 as agreed at FC 25.02.2026 (minute no.C1160(iii)(1) refers)
3. That the Chairman, the Chair of Finance, Policy & General Purposes Committee and Clerk be given delegated powers to approve any further invoices for payment for March 2026 to ensure that as many invoices are paid before the last day of the financial year (31 March 2026).

C1207. GRANT FEEDBACK

RESOLVED:

- i. To receive and note Grant feedback received from Catcher Media “Herefordshire Life Through A Lens website Update 2025”
- ii. To receive and note grant feedback from The Scouts in respect of Warren Oak Scout Campsite.

C1208. TO APPROVE A REQUEST FROM MASEFIELD MATTERS TO RELEASE FUNDS FOR THE DAFFODIL COUNTRYSIDE REMINISCENCE PROJECT

RESOLVED

- 1. That the release of allocated funds from within the NLHF funding in the sum of £3,330.00 in respect of the Daffodil Countryside Reminiscence Project be approved.
- 2. That the Clerk enquire whether residents of Leadon Bank were invited to partake in the project.

C1209. CODE OF CONDUCT MATTERS

The Chair provided an update, advising that she had written to the investigating officer requesting an update on the outstanding complaints, to which she is waiting for a response.

The Chair confirmed that no progress has been made on apologies or training following the two Standards Boards and decisions taken by Ledbury Town Council to uphold the recommendations from those.

C1210. TO CONSIDER REINSTATEMENT OF STANDING COMMITTEES

Members had hoped to be in a position to look at updating Terms of Reference of its Standing Committees with a view to reinstating them at the start of the 2026/27 Municipal Year.

However, it was noted that there had not been sufficient level of attendance at Council meetings, Working Parties and meetings of Councillors to reassure Members that the Standing Committees would be quorate should they be reinstated.

Whilst Members are advocates for reinstating the Standing Committees it was felt that until there is sufficient quorate to make it an effective activity the reinstatement of the committees should be postponed for a period of time.

It was felt that the Council is still not in a position to have confidence that they are able to progress with reinstating committees as proposed at the meeting on 30 October 2026 and that there should be a target of having at least 14 Members (a further four Members) before considering reinstating the standing committees.

RESOLVED

- 1. That the re-instatement of standing committees be postponed until such time there are 14 Councillors in post and meetings are consistently attended by all members.**
- 2. That a co-option meeting be arranged for April to enable Councillors Troy, Browning and Kettle to be formally co-opted onto Ledbury Town Council, and consideration to be given to the application that the Clerk has received.**
- 3. That a further round of co-option be undertaken in May/ June 2026 and that the Clerk make the necessary arrangements for this to be promoted.**

C1211. TO CONSIDER PLANNING CONSULTATIONS

- 1. Application No. 253506 – Side and rear extensions together with attic conversion - 3 Beggars Ash Cottages Beggars Ash Wellington Heath Ledbury Herefordshire HR8 1LN**

RESOLVED:

No objection

2. Application No. 253580 – Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii))- 4 Progress Close Ledbury Herefordshire HR8 2QZ

Members noted the comments provided by the Clerk in the Planning Consultations report. The Chair suggested that as it is likely that there will be a re-consultation in respect of this application Council may wish to delay its response.

Councillor Hughes proposed that no objection be submitted which Councillor Kettle seconded the motion.

RESOLVED:

No objection

C1212. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:

That the update on the planning decisions be received and noted.

C1213. LICENSING APPLICATIONS

- i. To consider granting a premises license in respect of Sitara, 19 High Street, Ledbury, Herefordshire, HR8 1DS.

RESOLVED

That no objection be submitted in respect of the Licence application for Sitara, 19 High Street, Ledbury, Herefordshire, HR8 1DS.

C1214. TO RECEIVE AND NOTE THE MINUTES OF A MAJOR PLANNING APPLICATIONS WORKING PARTY MEETING HELD ON 25 FEBRUARY 2026 AND CONSIDER ANY RECOMMENATIONS THEREIN

Members were advised that Councillors Harvey and Simmons had attended the Local Plan Public consultation at Redmarley, and that the Clerk had also attended. Councillor Harvey advised that Herefordshire Council Planning officers had drafted a robust response in respect of the Local Plan Consultation.

Councillor Harvey advised that she considered the draft proposed Ledbury response was a well thought out and detailed response that was a good representation of the comments highlighted in the Working Party and she recommended it to be submitted in its current form.

Councillor Simmons advised that she would also be submitting a response to the Local Plan in her capacity of Ward Councillor, with specific reference to the Glynchbrooke proposals.

RESOLVED

That the minutes of the Major Planning working Party be received and noted.

C1215. TO GIVE CONSIDERATION TO THE DRAFT RESPONSE TO THE FOREST OF DEAN DISTRICT COUNCIL LOCAL PLAN 2025-2045

RESOLVED

That the Clerk submit the Working Party's recommended text as the Council's response in respect of the Forest of Dean District Council Local Plan 2025-2045.

C1216. UK TOWN OF CULTURE – VERBAL UPDATE

Councillor Kettle informed members that two meetings had taken place and that a draft expression of interest had been circulated which will be finalised at the meeting on 19 March 2026.

RESOLVED

That the verbal update from Councillor Kettle in respect of the UK Town of Culture Expression of Interest be received and noted.

C1217. TO GIVE CONSIDERATION TO AN INCREASE IN FEES AND CHARGES 2026/2027

Members considered that the information provided within the report whereby the cost of market stall pitches in the High Street are cheaper than those under the Market House or upstairs in the Market House does not match the aspirations of the Council to eventually reduce the Traffic Regulation Order on the High Street to just the one space in favour of utilising the underneath and upstairs of the Market House and potentially St Katherine's Square.

It was also considered that a more detailed review of the cemetery fees and charges need to be undertaken to bring these in line with other towns within Hereford who are burial authorities.

RESOLVED

That officers arrange a meeting of Councillors at a date to be confirmed to consider the annual increase to all fees and charges

in more depth and to allow time for more information to be obtained in respect of the charges levied by other Market Towns..

C1218. DEFIBRILLATORS

RESOLVED

1. The defibrillator report be received and noted.
2. That it be agreed in principle that a defibrillator be purchased to be located at Bence's premises on Lower Road Trading Estate, subject to officers engaging with Bence regarding a potential contribution towards the purchase and/or ongoing maintenance costs prior to procurement.
3. That should Bence not wish to contribute to the cost of the defibrillator the costs to purchase this be met from EMR 336 – Community Projects.

C1219. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 18 FEBRUARY AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED

That the minutes of the meeting of the Events Working Party held on 18 February 2026 be received and noted.

C1220. TO RECEIVE AND NOTE THE MASEFIELD MATTERS UPDATE REPORT

RESOLVED

1. That the Masefield Matters update report be received and noted.
2. That the Clerk establish when and where the end of consultation event scheduled for Sunday 29th March 2026 will be advertised.

C1221. OFFICER REPORTS

- i) The Clerk
- ii) The Deputy Clerk
- iii) The Community Engagement Officer

A verbal update on play areas was provided by the Clerk. Herefordshire Council has accepted in principle our expression of interest in taking over the 7 playgrounds mentioned in the report.

Ward Councillor Stef Simmons provided a verbal update in relation to the Pump Track. A draft first design has been received.

RESOLVED

That the Officer Reports be received and noted.

C1222. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE LEDBURY CARNIVAL ASSOCIATION COMMITTEE HELD ON 4 FEBRUARY 2026

RESOLVED

That the minutes of the meeting of the Ledbury Carnival Association Committee held on 4 February 2026 be received and noted.

C1223. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 2 April 2026.

C1224. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

Councillor Simmons left the meeting at 8:34 pm

C1225. TO GIVE CONSIDERATION TO A FEE PROPOSAL FOR ARCHITECT SERVICES

RESOLVED:

- 1. Members received and noted the report.**
- 2. That Caroe & Partners be instructed to proceed with the works as outlined in the Deputy Clerk's report, in accordance with their Fee Proposal and in accordance with CDM Regulations at a cost of £6,400.00 + VAT to be funded from 202/4590 Finance and General Purposes/Professional Services.**

C1226. TO CONSIDER MAKING A CLAIM THROUGH THE SMALL CLAIMS COURT

RESOLVED

That the Clerk submit the relevant forms seeking payment for the cost of a replacement gazebo through the Small Claims Court, noting that the cost of £155.00 will be met from budget line: 220/4590 – Finance and General Purposes/ Professional Services.

The meeting ended at 8.44 pm.

Signed Dated

EXTRAORDINARY FULL COUNCIL	16 APRIL 2026	AGENDA ITEM: 5
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Report prepared by Angela Price – Town Clerk

CO-OPTION

Purpose of Report

The purpose of this report is to provide Members with details of the proposed format for the co-option meeting in respect of Councillors Browning, Kettle and Troy.

Detailed Information

Following the discovery that a number Ledbury Town Council meetings had not been quorate a decision was taken to endorse all the decision recorded in minutes since May 2023.

Those decisions included the decision to co-opt Councillors Browning, Kettle & Troy. To ensure that Ledbury Town Council meetings could be quorate Herefordshire Council appointed the three Councillors as Herefordshire Council co-opted Councillors for a period of six months, in which time Ledbury Town Council could arrange to confirm the appointment of the three Councillors and thus no longer require them to sit as Herefordshire Council appointees.

Minute no. C1156 of the meeting of Council held on 25 February 2026 below confirms that ALL decisions taken by Ledbury Town Council since May 2023 were endorsed, which included the decisions to co-opt Councillors Browning, Kettle and Troy.

“TO ENDORSE THE DECISIONS RECORDED IN THE MINUTES SINCE MAY 2023 OF MEETINGS WITH LESS THAN 6 MEMBERS PRESENT

The Clerk confirmed that Councillors Browning, Kettle and Troy have been appointed as co-optees to Ledbury Town Council by Herefordshire Council for 6 months in pursuance of the power conferred upon it by Section 91(1) of the Local Government Act 1972. It was noted that as a result of the appointment of the three Councillors, they now hold full voting rights at meetings of Ledbury Town Council, thus ensuring quorum to be met by Ledbury Town Council. It was further noted that during that 6-month period Ledbury Town Council could arrange to formerly appoint the three co-optees to the Council.

RESOLVED:

- 1. That the information and advice provided within the supplementary report provided by the Clerk be received and noted.*
- 2. That all decisions taken at Full Council since May 2023 be endorsed and therefore ratified.*

3. That Standing Order 3(v) be amended to include the following sentence, to avoid any misinterpretation of the legislation in respect of Council meeting quorum: “The quorum for a Council meeting MUST be no less than 6”

Therefore it is proposed that at this co-option meeting it is not deemed necessary to undertake the full co-option process in respect of the three Councillors and that each Councillor be asked to confirm that they wish to continue as a co-opted Councillor of Ledbury Town Council, and if they confirm a vote be taken accordingly.

As Members are aware the quorum for a Full Council meeting is 6 and with the recent resignation of Councillor Sinclair there are currently 9 Members. Should all Members not be in attendance for this meeting, to ensue quorum, it is possible for each of the three Councillors to vote on the appointment of the other two Councillors, as they hold, as stated above, “*full voting rights at meetings of Ledbury Town Council*”.

Following the confirmation of the three Councillors the meeting will consider the two co-option applications as per the Co-option policy)(Copy attached).

Recommendation

1. That Councillors Browning, Kettle and Troy be asked to confirm that they wish to continue as a Co-opted Councillor of Ledbury Town Council, and that subject to their confirmation a vote be taken to re-affirm their appointments.
2. That following the above the meeting will consider the two co-option candidates as per the Co-option policy.



LEDBURY TOWN COUNCIL

COUNCILLOR CO-OPTION POLICY

Date Adopted: 6th February 2020

Reviewed: 5th February 2022

Next Review: 11th May 2023

LEDBURY TOWN COUNCIL

Councillor Co-option Policy

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Ledbury Town Council (LTC). The Co-option procedure is entirely managed by LTC and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The Co-option of a Parish Councillor occurs when:-

1. Insufficient Candidates stand for election at a normal election; or
2. A casual vacancy has arisen on the Council and no poll (by-election) has been called.

A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend any meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

LTC must notify Herefordshire County Council (HCC) of a Casual Vacancy following which the statutory process will then be followed:

<https://www.electoralcommission.org.uk>

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, LTC is able to co-opt to fill the vacancies.

3. Confirmation of Co-option

On receipt, of written confirmation, from the Electoral Services Office from the HCC, the casual vacancy can be filled by means of Co-option, the Parish Clerk will:

- Advertise the vacancy for four-weeks on the Council notice boards and website
- Advise LTC that the Co-option Policy has been instigated

LTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

However, it is not desirable that electors in a ward be left partially or fully underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or the achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of LTC.

4. **Eligibility of Candidates**

LTC is able to consider any person to fill a vacancy provided that they qualify under the Electoral Commission Criteria as per the following link and eligibility form attached.

<https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/what-you-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standing-election/disqualifications>
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Candidates found to be offering inducements of any kind will be disqualified.

5. **Applications**

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules
- That all applicants be required to obtain signatures from ten electors who reside within the ward the applicant wishes to represent

A dedicated Full Council meeting will be arranged to allow for each candidate to give a presentation.

Copies of the candidate's applications will be circulated to all Councillor's by the Clerk at least 3 clear days prior to the meeting, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of LTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

6. **At the Co-option Meeting**

At the co-option meeting, candidates will be given up to five-minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of LTC.

Candidates will be asked to leave the room whilst other candidates give their presentation.

The meeting will be held in open session, however, in order to allow discussion on the merits of each candidate, the meeting will be moved into closed session without prejudice.

The public meeting will be re-opened and councillors will proceed to consider whether any of the candidates should be nominated to fill any of the vacancies.

Any candidates considered suitable should be nominated/seconded and then voted upon. Each candidate should receive an absolute majority (50%+1 of the votes available in the meeting) in order to be successfully co-opted.

After the vote has been concluded for all of the vacancies to be filled at the meeting, the Chairman will declare the successful candidate(s) duly elected and ask them to sign their declaration of acceptance of office accordingly.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.