



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

27 September 2024

Dear Councillor

You are summoned to attend an extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 3 October at 6.00 pm in the Council Offices, Church Lane, Ledbury, HR8 1DL** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

1. **Apologies for absence**
2. **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 receive a presentation from co-option candidates in accordance with the Councils Co-option Policy (5 minutes per candidate)
(Pages 1957-1968)**

- i. Jonathan Browning – West Ward – (Via Teams)
- ii. David Kettle – North Ward

4. 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

5. To consider applications for co-option

6. Reopening of Public Session

7. To nominate candidates for co-option

8. Date of next meeting

To note that the next meeting of Full Council is scheduled to take place on Thursday, 3 October 2023 at 7.00 pm

**Distribution: - Full agenda reports to all Councillors (10)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
Police (1)**

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/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>
<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.

Date Adopted: 6 February 2020

Reviewed: 5 February 2022

Next Review: May 2025

Date Adopted: 6 February 2020
Reviewed: 5 February 2022
Next Review: 11 May 2023

LEDBURY TOWN COUNCIL

APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title ... Mr Jonathan Browning OBE.....

Home Address ...
.....Post Code

Home Telephone ... Please use mobile below.....

Mobile Telephone

Email Address

Which Ward are you applying for? North/South/West (Please circle)

Ledbury Town Council

About You

Please provide the council with some background information about yourself.

I've worked in the field of international development and humanitarian emergency response for the past 20 plus years, but since 2018 have been more UK and Ledbury based, rather than abroad.

A lot of that work has involved building capacity at local and regional levels of government in developing or post conflict states, coordination emergency responses and other work.

Much of that has involved working well with people, local citizens, organisations, politicians and building effective relationships in order to get the best outcomes that can be realised.

I'd very much like to turn some of my professional skills and abilities and inter personal skills to make an effective contribution at the local level in Ledbury – helping the council and the local people.

I've attached my CV for reference. Please PROTECT and keep only within HMG email system.

Best regards

Jon Browning OBE

Reasons for applying

Please provide the council with your reasons for wanting to become a Parish Councillor

To contribute and to make a difference locally and help us all improve the area with good policy and local inclusion.

Signature

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, positioned above a dotted line.

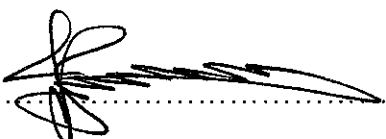
Please return your completed application to the Clerk to the council. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the council agrees to co-opt you on to Ledbury Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

Co-option Eligibility Form

DECLARATION

I...Jonathan Browning..... hereby confirm that I am eligible for the vacancy of Ledbury Town Councillor, in accordance with the Electoral Commission Criteria (<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>), and that the information given on this form is true and accurate record.

Signature.....

Date...16/JULY/2024.....

Ledbury Town Council is duty bound to treat this information as strictly confidential.

LEDBURY TOWN COUNCIL

APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title *MR DAVID ST JOHN KRILL*

Home Address ...

...

Home Telephone

Mobile Telephone

Email Address ...

Which Ward are you applying for? North/South/West (Please circle)

About You

Please provide the council with some background information about yourself.

I am 79 years of age, married to Anne and have lived in Ledbury for 18 years having moved from the Southeast of England. We have x5 children between us and x11 grandchildren.

For convenience, I have attached a CV of my professional life.

I am General Secretary for Probus of Ledbury and a long-term member of Ledbury Community Choir.

My other musical interests are having organised/ played guitar in bands before coming to Ledbury. Then doing the same locally with two popular bands, 'The Sequins' that over 4 years headlined The Ledbury Carnival and The Poetry Festival together three times followed by 'Band for Life' which also headlined The Carnival in 2022.

I now play for 'The Worship Band' at St Michaels Church alongside Kate Cheetham, Director of Music.

I am an artist and keen gardener.

Reasons for applying

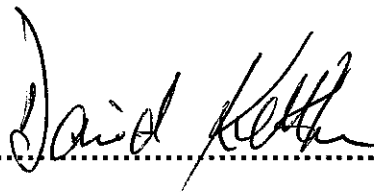
Please provide the council with your reasons for wanting to become a Parish Councillor

Now that I have given up a lot of my musical interests, I have more time on my hands. I have always taken an interest in what happens in and to Ledbury to the point of getting involved as a member of the public in various issues. However, I would like to feel that, as a councillor, I can bring more influence. In my professional, working life, I was considered a good negotiator and communicator.

Some years ago, I was asked by (Councillor) Allen Conway to join the Council. But that was in the days when being co-opted was not an option and I was working fulltime and away a lot. However, I still applied but was not successful.

I hope this time my application is looked upon favourably.

Signature

A handwritten signature in black ink, appearing to read "David Keith", written over a horizontal dotted line.

Co-option Eligibility Form

DECLARATION

I..... DAVID ST JOHN KETTLE..... hereby confirm that I am eligible for the vacancy of Ledbury Town Councillor, in accordance with the Electoral Commission Criteria (<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>), and that the information given on this form is true and accurate record.

Signature..... David Kettle.....

Date..... 04.09.2024.....

Ledbury Town Council is duty bound to treat this information as strictly confidential.