

Garstang Town Council

Procedure for a Casual Vacancy for a Town Councillor

Date of Review: 2023

Version Number	Purpose/Change	Author	Date
V1.0	260 (2015-16) Approved by Full Council	E. Parry Town Clerk	21/03/2016
V1.1	129 (2017-18) Approved by Full Council Reviewed and amended a) include the name of the applicant and the name of the road where the applicant lives in the public agenda. b) that candidates prepare a brief statement, why they wish to stand as a Town Cllr and what their strengths are. The candidates to be made aware that the information received will be published on the public agenda. c) the Council would continue to exclude members of the press and public whilst candidates gave their presentation.	E. Parry Town Clerk	20/11/2017
V1.2	Review to include 2 amendments for Council to consider 17/2/2020	E. Parry, Town Clerk	17/02/2020
V1.3	210 (2019-20) Approved by Full Council	E. Parry Town Clerk	17/02/2020
V1.4	Minor formatting amendments to meet Accessibility Criteria (WCAG 2.1 AA).	E. Parry Town Clerk	07/12/2020
V1.4	Amendment to detail completion of co-option questionnaire Ref minute 058(2022-23), 25/7/2022	E. Parry Town Clerk	25/7/2022

Stage 1

When a vacancy arises on the Town Council due to a Town Councillor's death, disqualification or resignation, the process to fill the vacancy is as follows:

The Clerk notifies the Returning Officer at Wyre Council. The Town Council are required to give public notice of the vacancy and display a copy of a notice (prepared by Wyre Council) to the electorate. This notice runs for 14 days from the date the notice is displayed. In order for an election to be held to fill the vacancy, a request in writing must be made to the Chief Executive of Wyre Council within 14 days (excluding Saturdays, Sundays and bank holidays) of the date of the notice.

Such a request must be signed by ten local government electors for the township. The notice is to be displayed on the Town Council's noticeboard and website.

The cost of an election is borne by the Town Council.

Stage 2

If an election is not called the Town Council is notified by the District Council to fill the position by co-option as soon as is practicable. Or, if vacancies remain following a recent election the following procedure applies.

The Town Council will post a notice on the notice board at the Town Hall and on the website and other publication schemes to advertise the casual vacancy for a Town Councillor. This will include a closing date for applications to be received by the Clerk and a date for interview by the Council. Applicants who are not available on that date will not be considered.

Interested applicants, who wish to apply for a council vacancy, will be asked to complete a [co-option questionnaire](#) (if you require a word document please **contact the clerk**).

The paragraph 'please tell us your reasons for wishing to become a Town Councillor'? alongside the name of the applicant and the name of the road where the applicant lives, will be published on the public agenda. Applicants will be made aware of this publication. Applicants must complete the questionnaire, for their application to be considered by the Council. The Council will exclude members of the press and public whilst candidates give their presentation.

If the TC has more than 1 candidate, the members would have to consider and vote for each applicant. If only 1 candidate applies, the Council must still consider whether or not to co-opt that person.

Voting

Members shall vote by show of hands or, if at least two members so request at a co-option agenda item, by signed ballot.

The council is not obliged to consider the claims of candidates who were unsuccessful at a previous election

If, in the future council are unable to fill a vacant seat, the matter will remain that of an agenda item until the seat has been filled through the agreed co-option process.

Eligibility for Office (Currently displayed on Website)

For details please check:

www.electoralcommission.org.uk/_data/assets/pdf_file/0003/141798/Part-1-Can-you-stand-for-election-P-and-C.pdf

Applying for a Casual Vacancy

If you are interested in applying to the Town Council to fill the casual vacancy by co-option you need not wait until the notice (described in Stage 2) appears or its time limit expired. You can write to the Town Council directly expressing your interest in the casual vacancy and requesting it considers your application when it has authority to co-opt for the vacancy.