KIRKBY STEPHEN
TOWN COUNCIL

Policy on Co-option of Councillors to Vacancies. Kirkby Stephen Town Council.

Adopted at an Ordinary Meeting of the Council, 8 July 2025, Minute ref

When a vacancy arises the Town Council must notify the Monitoring Officer (Westmorland and Furness Council) and advertise the vacancy as directed by them. The advertisement will give the reason for the vacancy and specify the date before which (after - 14 days not including bank holidays and nonworking days) 10 parishioners may petition for an election to be held. After this the council is free to co-opt member(s).

These steps are in compliance with the Local Government Act 1972 (Section 87(2)) The Local Elections (Parishes and Communities) (Amendment) Rules.

Prior to co-option the council asks that a potential councillor write a brief statement not more than 400 words outlining their reasons for wanting to join the council and any experience, skills or attributes that they can bring to the council's work for the other councillors to consider before deciding on co-opting a fellow councillor. Appointment will be by resolution of the council.

Eligibility. A candidate is qualified to become a Town Councillor, if:

1. he or she is a British citizen, Commonwealth citizen, citizen of the Irish Republic or a citizen of another European Union State.
2. has attained 18 years of age, and
3. is either in the register of electors for Kirkby Stephen or has during the whole of the prior twelve months, occupied land as owner or tenant, or resided in or within 4.8 kilometres or 3 miles of it.
4. have had a main or only place of work in Kirkby Stephen for the past twelve months.

A candidate cannot stand for election/co-option if they:

1. are the subject of a bankruptcy restriction order or interim order.
2. have, within 5 years before the day of the election, been convicted in the UK of any offence and have had a prison sentence (whether suspended or not) for a period of over 3 months without the option of a fine.
3. have been disqualified under the Representation of the People Act 1983 for corrupt or illegal practices.
4. work for the council you want to become a councillor for.

The clerk will verify eligibility before the council makes an appointment. Individuals wishing to apply for co-option are encouraged to access the following resource https://www.local.gov.uk/be-councillor and question the Clerk and Chairman about any matter relating to the council.

26/06/2025 J.C.S.B. Review date (adoption + 5 years).

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