



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street
Pateley Bridge, HG3 5LE

www.pateleybridgetowncouncil.gov.uk

Tel: 07751 571374

Co-option of a Parish Councillor

A Parish Councillor is an elected or co-opted volunteer who has time to give on behalf of his or her community. The position is unpaid, and the usual term of service is at least four years, although in this case, the next election will be in May 2027. Following the uncontested election, an opportunity has arisen to co-opt one new Parish Councillor to Pateley Bridge Town Council. This notice sets out what a parish councillor does, and the kind of person the Council hopes will be able to join them.

Job Description

Pateley Bridge Town Council meets in the evening on the first Tuesday of each month in the Council Chamber, and in between times there are other committee or working group meetings, such as the Mayor's Fund Committee or the Pateley Bridge and Beverley Joint Community Resilience Committee. The Council consists of the Chair (the Mayor), the Deputy Chair and nine other councillors, and the work of the Council is guided by the Clerk. The Council contracts out the grasscutting and caretaking work to the Parish Caretaker.

The Council is non-political and makes decisions as a corporate body in an open and transparent way.

Councillors may be called upon to:

- Comment on planning applications that come to the Council for consideration
- Carry out safety inspections of the Glasshouses Play Area or the BMX track
- Help set the annual 'Precept' (paid by parishioners through their council tax, to fund local services) and help set the annual budget for the Council, or carry out internal financial controls for audit
- Serve the community in a specialised way (for instance as a flood warden)
- Contribute to the drafting of Council policies, risk assessments and plans
- Help in responding to formal requests for the Council's opinion, for instance from the County Council or national bodies such as the Boundary Commission
- Consider representing the Council on an outside body, such as the Friends of the Cemetery, the Memorial Hall or the Nidderdale Strategic Partnership
- Act as a liaison with the Allotment Society or the Parish Caretaker
- Serve on the Christmas Lights Committee
- Assess applications to the Mayor's Fund or help fundraise for it
- Lodge a return with the Charity Commission
- Help ensure that parishioners are kept informed of the work of the Council and its decisions.

Person Specification

Anyone holding public office is expected to uphold the seven principles of public life called the 'Nolan Principles', which are: to be selfless, to show integrity and objectivity, to be accountable and open and honest, and to show leadership.

Councillors must complete a register of interests, to be published on the Council's website. They must also abide by the Council's Code of Conduct, its Standing Orders and its Financial Regulations (these are all published on the Council's website).

Each Parish Councillor brings different skills and experience. New Councillors are expected to attend a day's training with the Yorkshire Local Councils Associations (YLCA).

A Parish Councillor needs to:

- Have a sincere interest in representing the local community, and an understanding of the issues that matter to the entire community
- Have a positive attitude when it comes to representing the interests of the Parish, contributing constructively to the smooth running and good governance of the Council
- Deal patiently with parishioner enquiries, fairly and without prejudice, in a timely manner, referring to the Council as appropriate
- Preferably have access to the internet and be conversant with email
- Be a team player.

How to apply

If you are interested, please send a brief CV, the completed eligibility declaration and a covering letter explaining why you would like to be a councillor and what you think you might bring to the Council to clerk@pateleybridgetowncouncil.gov.uk

The Closing Date is Tuesday 10th May 2022.

If you fulfil the eligibility criteria, you will be invited to attend the council meeting on Tuesday 17th May at 7.15pm in the Council Chamber.

Any other candidates will remain outside the Council Chamber whilst you will be asked to make a short two/three minute presentation outlining the skills and interests you would bring to the role and you will be asked questions by the existing councillors based on your presentation. This will be conducted on an informal basis, although followed by a formal voting procedure. If successful, you will be asked to make a declaration of acceptance of office and will start work immediately by attending the rest of the meeting.

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LEGAL DECLARATION OF QUALIFICATION TO HOLD PUBLIC OFFICE AS A LOCAL COUNCILLOR

Where a local council is undertaking the process of co-option of a councillor to the authority, it is duty bound to ensure that the person(s) appointed are eligible to hold office as a local councillor. The qualifications and disqualifications are contained in the Local Government Act 1972, Sections 79 and 80.

Please complete the following declaration form and return it to the Clerk to the Council at clerk@pateleybridgetowncouncil.gov.uk by Tuesday 10th May.

Qualifications

Please indicate which qualifications are applicable to you:

You have the required citizenship (s.79 LGA 1972)

You are 18 years of age or over

and

At the date of application to the parish council you are a local government elector for the parish of High and Low Bishopside

or

At the date of application to the parish council you have, during the whole of the twelve months preceding that day, occupied as owner or tenant of any land or other premises in the parish:

or

At the date of application to the parish council you have, during the whole the twelve months preceding that day, had your principal or only place or work in the parish:

or

At the date of application to the parish council you have, during the whole the twelve months preceding that day, resided in the parish or within three miles of it:

(Please note that you do not have to meet all of these qualifications. To be eligible you must be 18 or over and must also meet one of the other provisions. However, it would be helpful if you could indicate all of those which apply).

Disqualifications

You hold any paid office with the parish council Yes No

You are the subject of a Bankruptcy Restrictions Order or Interim Order, or a Debt Relief Restrictions Order or an Interim Debt Relief Restrictions order under Schedule 4ZB of the Insolvency Act 1986. Yes No

You have within five years prior to the day of your prospective appointment to the council been convicted in the United kingdom, the Channel Isles or the Isle of Man, of any offence *and* have had passed on you a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine. Yes No

You are disqualified from being elected or from being a member of Pateley Bridge Town Council under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998 Yes No

(If you are subject to any of these disqualifications you will not be able to hold public office as a parish councillor until the disqualification is no longer effective).

Pateley Bridge Town Council confirms that it is duty bound to treat this information as strictly confidential.

Signature of candidate

Printed name of candidate

Date