

# **Iminster Town Council**

## **Co-option to Vacancies**

### **General Information for Applicants**



#### **1. Qualification**

To be qualified as a member of the Town Council, a person must be a Commonwealth citizen or citizen of the Republic of Ireland or a citizen of another member state of the European community and have attained the age of 21 years.

In addition, the person must satisfy one of the following criteria:

- (a) Be a local government elector for the area of the town.
- (b) Have for twelve months preceding occupied as owner or tenant land or premises in the town.
- (c) Have a principal or only place of work in the town during the preceding twelve months.
- (d) Reside within the town or within three miles.

There are certain disqualifications as well which relate to:

- (a) Holding paid office under the Town Council.
- (b) Bankruptcy.
- (c) Imprisonment of not less than three months during the preceding five years.

Applicants must complete the relevant section on the application form confirming eligibility.

#### **2. Application Form**

Applicants should complete the application form which includes a section providing personal details, work history, community activities and a statement of the contribution you believe you could make to the work of the Town Council.

#### **3. Commitment**

The role of a Councillor is voluntary. The Town Council has a complement of fifteen Councillors and meets every month. It is supported by 3 Committees - Resources, Planning, Highways and Transport and Open Spaces; each Committee comprises a maximum of 8 Councillors. The Planning Highways & Transport Committee meets every month, the Open Spaces and the Resources committees meet alternate months. Meetings are usually held on Tuesday evenings starting at 7.30pm and usually last no more than 2 ½ hours.

On a few occasions during the year, Councillors may be asked to attend a meeting on a Saturday such as the Annual Community Assembly or if a Councillor also represents the Town Council on an outside body, meetings may be held on other evenings.

Implementation of decisions of the Council, administration of services and management of the Council's land holdings are undertaken by a paid workforce under the direction of the Town Clerk. The offices are in North Street and are usually open to the public each morning during the week. They are closed at present due to the pandemic.

#### **4. Application Process**

Completed application forms should be sent to:

Town Clerk  
Ilminster Town Council  
Council Offices  
North Street  
Ilminster  
Somerset  
TA19 0DG

Completed application forms must be received by noon on Friday 28 May 2021.

Applicants will be invited to attend a Town Council meeting. At that meeting, you will be expected to give a short presentation (maximum 5 minutes), concentrating on the contribution you feel you can make to the work of the Council before responding to questions from members. The Co-option will take place at the next Full Town Council meeting, at this present time we are unable to hold a full meeting due to government regulations. We will be in touch with a date.

After all the presentations, the Council would expect to vote on co-option to the vacancies.

#### **5. Further Information**

If you would like further information on any topic relating to the Town Council or the role of a Councillor, please contact the Town Clerk by email [town.council@ilminster.gov.uk](mailto:town.council@ilminster.gov.uk) or telephone the office 01460 52149.