

# LLANWARNE & DISTRICT GROUP PARISH COUNCIL

| <b>PERSON SPECIFICATION</b>                |  |
|--|--|
| Relevant Knowledge                         | <ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local matters and the local community</li> </ul>   |
| Experience, Skills, Knowledge, and Ability | <ul style="list-style-type: none"> <li>• Solid interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills</li> <li>• Ability to communicate clearly both orally and in writing</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</li> <li>• Ability and willingness to work with the Parish Council's partners e.g., Herefordshire Council and Balfour Beatty</li> <li>• Ability and willingness to undertake relevant training</li> </ul> |
| Circumstances                              | <ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Parish Council on a regular basis.</li> <li>• Flexible and committed to the Parish Council</li> <li>• Enthusiastic</li> </ul>   |

# LLANWARNE & DISTRICT GROUP PARISH COUNCIL

## CO-OPTION APPLICATION FORM

Thank you for your interest in becoming a Parish Councillor. Please complete the application below to assist the Parish Council in making their decision.

|   |  |
|---|--|
| <b>Full Name &amp; Title</b>  |  |
| <b>Home Address</b>   |  |
| <b>Home Telephone</b>   |  |
| <b>Email Address</b>  |  |
| <b>About You</b><br>Please provide the Parish Council with some background information about yourself |  |

**Reasons for Applying**

Please provide your reasons for applying to join the Parish Council. It is recommended that you refer to the person specification to assist you to complete this section

**Signature:**

Please return this form together with the completed Co-option Eligibility Form to:  
Mark Hearne, Clerk via email to [clerk@llanwarnegrouppc.co.uk](mailto:clerk@llanwarnegrouppc.co.uk) or by Royal Mail to :  
Rosemary Cottage, Madley, Hereford, HR2 9LS.

**Llanwarne & District Group Parish Council is required by law to treat this information in the strictest confidence.**

# LLANWARNE & DISTRICT GROUP PARISH COUNCIL

## CO-OPTION ELIGIBILITY FORM

**Section One: Please tick which applies to you:** To be eligible for co-option as a Llanwarne & District Group Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union, 18 years of age or older; and additionally able to meet one of the following qualifications set out below:

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner, tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided in the parish or within three miles of it.

**Section Two:** Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council.
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below): or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:-

- I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged.
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part.
- III. If the person is discharged without such a certificate.

In I and II above the disqualification ceases on the date of the annulment and discharge, respectively.

In III, it ceases on the expiry of five years from the date of discharge.

**Declaration:** I .....hereby confirm that I am eligible for the vacancy on Llanwarne & District Parish Council and the information given on this form is true and an accurate record.

**Signed**

**Date**