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# PEACEHAVEN TOWN COUNCIL

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## AGENDA

17<sup>th</sup> November 2023

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Thursday 23<sup>rd</sup> November 2023 at 7.30pm.

George Dyson  
Town Clerk

## AGENDA

**C1131 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.**

**C1132 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.***

**C1133 TO APPROVE APOLOGIES FOR ABSENCE.**

**C1134 TO RECEIVE DECLARATIONS OF INTERESTS.**

**C1135 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 7<sup>TH</sup> NOVEMBER 2023**

**C1136 TO APPROVE THE RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE**

**C1137 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD**

**C1138 DATE OF NEXT MEETING – TUESDAY 19<sup>TH</sup> DECEMBER 2023 AT 7.30PM.**

**C1139 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

### **CONFIDENTIAL**

*In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-*

**C1140 TO DISCUSS AND AGREE GOING OUT TO TENDER FOR THE COMMUNITY HOUSE MAIN HALL AIR HANDLING UNITS**



# PEACEHAVEN TOWN COUNCIL

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## **DRAFT Minutes of the meeting of the Full Council meeting held in the Anzac Room, Community House on Tuesday 7<sup>th</sup> November 2023 at 7.30pm**

**Present:** Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Cathy Norcott-Jones, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Wendy Veck, Cllr Ashby-Parkin, Cllr Sue Griffiths, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Aimee Harman, Cllr Claude Cheta, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

**Officers:** George Dyson (Deputy Town Clerk).

5 members of the public were in attendance.

### **C1112 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.**

The Chair opened the meeting at 19:31, went through the building fire procedures, asked that phones be put onto silent, and reminded members to please raise their hand when wanting to speak, and to stand when speaking if they're able to do so. The Chair then informed the Council of the following:

- Armistice Day is this Friday, 10th November, 10:45am at the War Memorial
- Remembrance Day is this Sunday, 12th November, meeting in the Meridian Centre at 10:15am.
- Next Bingo is 22nd November, 2 – 4 pm in the Anzac Room.
- Next Cinema is 22nd November, 7:30pm, showing The Miracle Club

The Chair then shared the following highlights:

#### **1. Mayor's Highlights – in date order:**

21st September– Hosted my Civic Peace Day Service

21st September – Attended the High Sheriff's service of Thanksgiving and Summer Reception

7th October – Attended the opening of a sensory room at Mencap, one of my charities.

8th October – Attended the Mayor of Seaford's Civic Reception.

13th October – Attended the Annual East Sussex High Sheriff's Judges' Service

17th October – Joined the Youth Mayor at the Peacehaven Heights Fireworks display.

7th November – Unveiled the Peacehaven Players plaque in the Community House Foyer.

#### **2. Other Supporters Highlights**

24th October – Cllr Davies attended the SERFCA Presentation of Awards on my behalf at Lancing College.

### **C1113 PRESENTATION TO THE OUTGOING AND INCOMING YOUTH MAYORS**

The Chair thanked the outgoing Youth Mayor, Ines Bacha for her year of service as Youth Mayor and presented her with a certificate and gift of thanks on behalf of the Council.

The Chair then presented the incoming Youth Mayor (Amber Cullip-Cross), and Deputy Youth Mayor (Noah Tilley) to the Council and presented the Youth Mayors badge.

**C1114 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.**

A member of the public gave his congratulations to the Town Clerk on his appointment and then asked a question about whether the Council is aware of possible funding for CCTV within the town.

The Chair responded that he was aware of the funding and that this would be discussed at the upcoming meeting of the Public Safety Working Group.

**C1115 TO APPROVE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr Davies.

**C1116 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

**C1117 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 2<sup>ND</sup> OCTOBER 2023**

Proposed by: Cllr Veck                      Seconded by: Cllr Griffiths  
The Council **resolved** to **adopt** the minutes of the 2<sup>nd</sup> October 2023.

**C1118 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

**a. Planning & Highways Committee:-**

**i. To receive the public meeting minutes of the 5<sup>th</sup> September 2023.**

**ii. To receive the public meeting minutes of the 26<sup>th</sup> September 2023.**

Proposed by: Cllr Campbell              Seconded by: Cllr Gordon-Garrett  
The minutes were **agreed** and **adopted**.

**iii. To note the draft public meeting minutes of the 17<sup>th</sup> October 2023.**  
The minutes were **noted**.

**iv. To agree the grass cutting contract for 2024**

It was proposed that the Council proceed with option 2 (6 cuts per year in total) for the grass cutting contract for 2024.

Proposed by: Cllr Campbell              Seconded by: Cllr Wood  
The Council **resolved** to **agree** to this proposal.

**b. Policy & Finance Committee:-**

**i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.**

Proposed by: Cllr Griffiths              Seconded by: Cllr Sharkey  
The Council **resolved** to **authorise** payments and signing of Bank Reconciliation statements.

**ii. To note the outcome of the 2023/24 Interim Internal Audit**

The Council **noted** the outcome of the 2023/24 Interim Internal Audit.

**iii. To receive the public meeting minutes of the 12<sup>th</sup> September 2023.**

Proposed by: Cllr Griffiths              Seconded by: Cllr Gordon-Garrett  
The minutes were **agreed** and **adopted**.

**iv. To note the draft public meeting minutes of the 24<sup>th</sup> October 2023.**

The minutes were **noted**.

**v. To receive the Community House Sub-Committee meeting minutes of the 7<sup>th</sup> October 2023**

Proposed by: Cllr Griffiths      Seconded by: Cllr Gordon-Garrett

The minutes were **agreed** and **adopted**.

**vi. To note the Draft Community House Sub-Committee meeting minutes of the 16<sup>th</sup> October 2023**

The minutes were **noted**.

**vii. To review membership of the Grants Sub-Committee.**

It was proposed that Cllr Fabry join the Grants Sub-Committee.

Proposed by: Cllr Griffiths      Seconded by: Cllr Sharkey

The Council **resolved** to **agree** to this proposal.

**viii. To receive a report on digital devices for members.**

Cllr Sharkey introduced the report and summarised the background of the item.

*Cllr Ashby-Parkin was initially noted as absent but arrived at this point (19:49)*

Cllr Donovan highlighted a need to ensure that if the Council did agree to purchase devices for members that the devices would need to be suitable for the task and only used for Council business.

It was proposed that Council agree to provide digital devices for the Councillors that have requested them.

Proposed by: Cllr Sharkey      Seconded by: Cllr Fabry

The Council **resolved** to **agree** to this proposal.

**c. Personnel Committee.**

**i. To receive the meeting minutes of the 12<sup>th</sup> September 2023.**

**ii. To receive the meeting minutes of the 10<sup>th</sup> October 2023.**

Proposed by: Cllr Gallagher      Seconded by: Cllr Fabry

The minutes were **agreed** and **adopted**.

**iii. To note the draft meeting minutes of 1<sup>st</sup> November 2023.**

The minutes were not available in time for this meeting.

**d. Leisure, Amenities & Environment Committee;-**

**i. To receive the public meeting minutes of the 18th July 2023.**

Proposed by: Cllr Sharkey      Seconded by: Cllr Norcott-Jones

The minutes were **agreed** and **adopted**.

**ii. To note the draft meeting minutes of the 3<sup>rd</sup> October 2023.**

The minutes were **noted**.

**e. Civic & Community Events Committee:-**

**i. To receive the public meeting minutes of the 1<sup>st</sup> August 2023.**

Proposed by: Cllr Veck      Seconded by: Cllr Donovan

The minutes were **agreed** and **adopted**.

**ii. To note the draft public meeting minutes of the 10<sup>th</sup> October 2023.**

The minutes were **noted**.

#### **C1119 TO RECEIVE REPORTS FROM OUTSIDE BODIES (Verbal).**

Cllr Gallagher highlighted that the Peacehaven and Telscombe Football Club Chair has retired after 40 years of service.

Cllr Norcott-Jones reported that the Community Garden has formalised their set up and secured some funding. Cllr Norcott-Jones also reported that Greenhavens have some changes to their structure coming up.

Cllr Donovan reported that she is now a volunteer for the Community Supermarket. Cllr Donovan also reported that the Residents Association are rekindling and advertising to bring more people in.

Cllr Campbell reported that she is also a volunteer for the Community Supermarket.

#### **C1120 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Gallagher reported that the Neighbourhood plan is out for another regulation 15 consultation now and will then need to go to the examiner before going out the referendum.

The Neighbourhood plan is now being given weight in planning decisions as we are seeing at the Planning and Highways Committee.

There is a Neighbourhood Plan Steering Group meeting planned for this Wednesday (8<sup>th</sup> November) which will be the first for around a year.

#### **C1121 TO AGREE AND ADOPT A REVISED SCHEME OF DELEGATION AND TERMS OF REFERENCE**

There was a discussion on the item and it was felt that several amendments to the document were needed before it could be adopted. The suggested amendments for the Town Clerk to consider were:

- Including environmental considerations in every Committee's Terms of Reference.
- To review the frequency of Personnel Committee meetings.
- To include Health and Safety responsibilities in the delegation to the Clerk.
- To include reference to the Mayor's Civic responsibilities.

The item will come back to the next Full Council meeting.

#### **C1122 TO RECEIVE AN UPDATE FROM THE COMMUNITY AND BUSINESS PLAN TFG**

The Chair reported that the TFG has now met and are starting to progress the business plans through Committees.

#### **C1123 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED**

Cllr Gallagher commented that the process for logging the complaints seems to be working well and it's good to see that complaints aren't open for beyond 31 days.

Cllr Alexander highlighted that there are a lot of items going under a heading of 'misc/other', and what these were. Cllr Alexander will liaise with the Clerk to have a look at the raw data.

Cllr Fabry reported that Lewes District Council are looking at Grass Verge issues across the district.

#### **C1124 DATE OF NEXT MEETING – TUESDAY 19<sup>TH</sup> DECEMBER 2023 AT 7:30PM**

The next meeting was confirmed as Tuesday 19<sup>th</sup> December 2023 at 7.30pm.

#### **C1125 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

Proposed by: Cllr Sharkey

Seconded by: Cllr Alexander

The Council **resolved** to **agree** to exclude press and public from the remaining items.

*All public, the Youth Mayor, and Deputy Youth Mayor left at this point (20:16)*

*In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-*

**C1126 Personnel Committee:-**

**i. To agree TFG recommendations arising from the former Town Clerk's exit interview.**

Cllr Alexander introduced the item and gave a summary of the TFG's recommendations. The Council discussed some concerns about the recommendations being congruent with existing Council policies. Cllr Griffiths read out each of the recommendations in turn.

It was proposed that Council resolve to agree to recommendations 1, 4, and 5 of the TFG's report.

Proposed by: Cllr Veck                      Seconded by: Cllr Alexander  
The Council **resolved** to **agree** to this proposal.

**ii. To note progress on the recruitment of new Officers.**

Cllr Gallagher reported that the Town Clerk and RFO are in post and that we are now advertising for a Meetings and Projects Officer. The Clerk summarised the Meetings and Projects Officer role and that 2 enquiries have come in so far about the job opportunity.

Cllr Veck commented that she has seen the job advertised and was impressed with the advertisement.

**C1127 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE**

The Chair introduced and summarised the report. Cllr Donovan queried why there is such a small group attending the meetings with Morrisons and why an invite isn't extended to all Councillors.

The Clerk explained that the group is as appointed by Council in May 2023, and that once the legal agreements and Heads of Terms are drafted then this will of course be coming to Full Council.

There was then a further discussion around the Carbon Survey for Community House which has been agreed by the Policy & Finance Committee.

The Council **noted** the report.

**C1128 TO RECEIVE A CONFIDENTIAL REPORT FROM THE LOCUM CLERK AND RFO ON THEIR ENGAGEMENT WITH PTC**

The Chair introduced the item. Cllr Gallagher commented that there is some disturbing content in the report and it flags up some training needs that can be discussed further at the Personnel Committee.

Cllr Veck commented that she tends to agree with the report and that Councillors should accept any training offered.

The Council **noted** the report.

**C1129 TO AGREE A NEW HR SUPPORT CONTRACT FOR THE NEW FINANCIAL YEAR**

The Council were generally very impressed by the proposal in the report. Cllr Alexander raised a query about service standards which the Clerk will follow up on.

It was proposed that the Council accept the recommendation in the report to start a new HR contract.

Proposed by: Cllr Gallagher                      Seconded by: Cllr Donovan  
The Council **resolved** to **agree** to this proposal.

**C1130 TO NOTE THE FIELDS IN TRUST DEED OF DEDICATION REPORT FOR THE COMMUNITY ORCHARD**

Cllr Gallagher read a statement on behalf of the Labour Group of Councillors that they will not be supporting the agenda motion to note as there are too many unanswered questions about the background and due diligence undertaken before entering into this deed.

There was no further discussion on the item.

*There being no further business the meeting ended at 20:46.*

# **PEACEHAVEN TOWN COUNCIL**

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## **Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 16<sup>th</sup> November 2023 at 7.30pm**

**Present:-** Cllr S Griffiths, Cllr N Fabry, Cllr Donovan, Cllr Harman

**Officers:-** Zoe Malone (Responsible Financial Officer) Victoria Onis (Committees & Assistant Projects Officer)

### **1 GSC084 TO ELECT A CHAIR & VICE-CHAIR FOR THE SUB-COMMITTEE**

Cllr Griffiths proposed Cllr Fabry as Chair and Cllr Harman as Vice Chair, Seconded by Cllr Donovan.

It was unanimously resolved to elect Cllr Fabry as Chair and Cllr Harman as Vice Chair of the Grants Sub-Committee.

### **2 GSC085 PUBLIC QUESTIONS**

There were no members of public in attendance

### **3 GSC086 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Seabrook and Cllr Sharkey

### **4 GSC087 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest

### **5 GSC088 TO APPROVE & SIGN THE MINUTES OF THURSDAY 20<sup>TH</sup> APRIL 2023**

Proposed by Cllr Griffiths    Seconded by Cllr Harman

The minutes of the above meeting were **resolved and adopted**.

### **6 GSC089 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 2 2023/2024**

The Grant application papers were noted and discussed

#### **Peacehaven Horticultural Society**

It was resolved to recommend a Grant of £240 towards 5 months room hire at Community House for monthly meetings

#### **Seahaven Responders / Ambulance Responder Team**

It was resolved to recommend a Grant for £750 towards the annual insurance for the ambulance, which is used to respond to 999 calls in Peacehaven

#### **Air Ambulance**

It was resolved to recommend a Grant of £500 towards the operating costs of helicopters, rapid-response vehicles, fuel, highly-trained crews



**Kempton House Day Centre**

It was resolved to recommend a Grant of £600 to support the cost of x 2 mini buses to the Garden Centre.

**Rotary Club Of Newhaven**

It was resolved to recommend a Grant of £250 to help support a Christmas party for 100 elderly/vulnerable people

**Peacehaven Community School**

It was resolved to recommend a Grant of £750 to support with the cost of coloured recycling bins for each of the houses at PCS.

**Family Support Work**

It was resolved to recommend a Grant of £700 towards the costs of outings and activities for 120 children and their parents living in Peacehaven

**Act On It**

It was resolved to recommend a Grant of £400 to support 3 drama based workshops with an additional 30 young people providing the applicant can clarify some further information required.

**Peacehaven Residents Association**

It was resolved to recommend a Grant of £115.20 towards room hire for 4 x 2 hour meetings until 31st March 2024

**Havens Community Hub**

It was resolved to recommend a Grant of £700 to be used to deliver the Havens Food Cooperative Project.

**7 GSC090 DATE OF NEXT MEETING – THURSDAY 25<sup>TH</sup> APRIL 2024**

The next meeting was confirmed for Thursday 25<sup>th</sup> April 2024.

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## **Councillor Co-option Policy**

### **1. Introduction**

This policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Peacehaven Town Council (PTC). The Co-option procedure is entirely managed by the Town Clerk and this policy will ensure that a fair and equitable process is carried out.

### **2. Co-option Post Elections ('35days dispensation' rule)**

There are two ways to fill these vacancies; co-option under a 'special dispensation' arrangement and the normal 'casual vacancy' process.

Under the 'special dispensation' arrangement, the Council has 35 days from the date of the elections in which it can directly co-opt to fill its remaining vacancies at a meeting of Council; the associated costs and more lengthy 'casual vacancy' process are avoided.

### **3. Co-option Casual Vacancy**

The Co-option of a Town Councillor normally occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified;
- A Councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the council a meeting of an outside body.

The Town Clerk has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of nomination paper. PTC will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the Town Clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, PTC is able to co-opt a volunteer.

### **4. Confirmation of Co-option**

On receipt of written confirmation from the Electoral Services Office of the District Council the casual vacancy can be filled by means of Co-option. The Town Clerk will:

- Advertise the vacancy for four weeks on the council notice boards and website;
- Advise PTC that the Co-option Policy has been instigated.

PTC is not obliged to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left underrepresented for a significant length of time, neither does it contribute to effective and efficient working of the council if there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of PTC.

#### **5. Eligibility of Candidates**

PTC is able to consider any person to fill a vacancy provided that:

- He/she is an elector of the Town; or
- Has resided in the Town for the past twelve months or rented/tenanted land or other premises in the Town; or
- Had his/her principal place of work in the Town; or
- Has lived within three miles (direct) of the Town.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Local Authority;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

#### **6. Applications**

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so candidates will be requested to:

- Submit information about themselves by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of PTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

#### **7. At the Co-option Meeting**

At the Co-option meeting candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of PTC. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits

of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s). Voting will be by a show of hands. The vote will be recorded.

In order for a candidate to be elected to PTC it will be necessary for them to obtain an absolute majority of votes cast. If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she make take their seat immediately.

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected. The form should be handed to the Town Clerk for forwarding to the Monitoring officer.

If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.

#### **APPENDIX A** **Application for Co-option**

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

<b>Full name &amp; Title</b>	
<b>Home Address</b>	
<b>Home Telephone</b>	
<b>Mobile Telephone</b>	
<b>Email Address</b>	
<b>Which Ward are you Applying For?</b>	

**About You**

Please provide the council with some background information about yourself.

**Reasons for Applying**

Please provide the council with your reasons for wanting to become a Parish Councillor.

<b>Signature</b>	
------------------	--

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the Town area:

	Proposer	Secunder
<b>Name</b>		
<b>Address</b>		
<b>Signature</b>		

Please return your completed application to the Town Clerk. Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Peacehaven Town Council.

**Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.**

**Peacehaven Town Council is duty bound to treat this information as strictly confidential.**

### **APPENDIX B** **Co-option Eligibility Form**

1. In order to be eligible for co-option as a Peacehaven Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:
  - a) I am registered as a local government elector for the Town; or ☐
  - b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the Town; or ☐
  - c) My principal or only place of work during those twelve months has been within the Town; or ☐
  - d) I have during the whole twelve months resided in the Town or within 3 miles of it. ☐
2. Please note that under Section 80 of the Local Government Act 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 (other than the office of Chairman) or of a joint committee on which the Council is represented; or
  - 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 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 of Peacehaven Town Councillor, and the information given on this form is true and accurate record.

Signature.....

### **APPENDIX C**

#### **C0-OPTED COUNCILLOR PERSON SPECIFICATION**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	Sound knowledge and understanding of local affairs and the local community  Forward thinking	Can bring a new skill, expertise or key local knowledge to the Council
<b>Experience, Skills, Knowledge and Ability</b>	Ability to listen constructively  A good team player  Ability to pick up and run with a variety of projects  Solid interest in local matters  Ability and willingness to represent the Council and their community	Experience of working or being a member in a local authority or other public body  Experience of working with voluntary and or local community/interest groups  Basic knowledge of legal issues relating to town and parish Councils or local authorities

	<p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions</p> <p>Ability to communicate succinctly and clearly</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</p> <p>Ability and willingness to work with Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training</p>	Experience of delivering presentations
<b>Circumstances</b>	Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends	