



## **APPLICATION FOR CO-OPTION** **Supporting Notes**

Thank you for expressing an interest in standing as a councillor for Diss Town Council to fill the current vacancy(s).

Diss Town Council was formed in 1974 following the reorganisation of Local Government at that time. It is a very active council with a strong desire to ensure that Diss develops in such a way that it benefits the town for the future. It owns or has responsibility for the management of a number of buildings and sites around the town including the Park, Mere, Mere's Mouth, the Market Place, St Mary's Churchyard, Rectory Meadow, The Lowes, The Entry, Diss Cemetery, Diss Sports Ground, Diss Youth & Community centre, the Council Offices and the Corn Hall, amongst others. The Town Council is a statutory consultee for all planning applications which are considered by the Planning Committee. It works closely with the Highways Authority and other departments at the County Council, the District Council, Norfolk Constabulary, local community groups and businesses for the benefit of the town.

It receives most of its funding through the collection of council tax from those residents who live within the parish of Diss and consequently it is required to be accountable to the electorate for how this money is spent. The Council must conduct itself in accordance with the many relevant statutes including the Accounts and Audit Regulations 2011, the Local Audit and Accountability Act 2014 and the Local Government Act 1972 to name but a few.

Becoming a councillor provides an opportunity to be informed of many issues facing Diss and to become involved in the decision making that affects our town. It is a significant time commitment but can be very rewarding. Meetings of Council are held on Wednesday evenings throughout the year. There may be requirements for you to attend meetings additional to these to further investigate specific issues. All councillors are summoned to meetings (ie have a duty to attend) and must give apologies in advance if they are unable to attend. Councillors are all volunteers and receive no remuneration apart from a small allowance for expenses, paid annually.

Once co-opted or elected, all new councillors are provided with training, support and advice.

In order to be eligible to become a councillor, candidates must be 18 years of age or older; must either live in the parish, or within 3 miles of the boundary, or have their principle or main place of work in the parish at the time of standing; must not be a declared bankrupt; and must not have had a criminal conviction within the last five years which involved a custodial sentence of three months or more.

For more information about the Town Council, please visit our website at [www.diss.gov.uk](http://www.diss.gov.uk).

If you have any further questions, please do not hesitate to contact us (details above and on our website). And if you're still interested in becoming a Town Councillor, please complete the attached application and return to us.



## APPLICATION FOR CO-OPTION

1. Name .....

Address .....

.....

.....Postcode.....

Telephone.....Mobile.....

Email.....

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

.....  
.....  
.....  
.....

3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

.....  
.....  
.....  
.....

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

.....  
.....  
.....  
.....

Please also complete the nomination papers attached and arrange for two current members of Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applications for co-option are usually considered at the next meeting of Full Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table. Meetings of Full Council are formal.



## DISS TOWN COUNCIL

### CO-OPTION OF A TOWN COUNCILLOR

## NOMINATION PAPER

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

CANDIDATE	
Surname	
Other names in full	
Title (please delete as appropriate)	Mr/Mrs/Miss/Other (please state)
Home address in full	
	Postcode

PROPOSER	
I, _____ (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.	
_____	_____
Signed	Date

SECONDER	
I, _____ (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.	
_____	_____
Signed	Date

Nomination papers **MUST** be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ by \_\_\_\_\_.

#### For office use only

No. of Nomination Paper (in order of delivery)	Date delivered	Hour delivered	Received by:

## CANDIDATE'S CONSENT TO NOMINATION

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

(i) I am registered as a local government elector for the town of Diss

in respect of (qualifying address in full) .....

.....

and my electoral number is .....

### **AND/OR**

(ii) I have, during the whole of the 12 months preceding my day of nomination occupied as owner or tenant the following land or other premises in the town.

.....

.....

(description and address of land or premises)

### **AND/OR**

(iii) My only principle place of work during those 12 months has been in the town at

.....

.....

(please give address of place of work and, where appropriate, name of employer)

### **AND/OR**

(iv) I have during the whole of those 12 months resided in the parish boundary of Diss or within three miles of it at

.....

.....

(please give address in full)

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.

.....

Signed

.....

Date