



PADSTOW TOWN COUNCIL

**CO-OPTION ELIGIBILITY FORM**

- Are you a British subject, citizen of the Commonwealth or citizen of the European Union? **YES/NO**
- On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over? **YES/NO**

<b>PLEASE TICK THOSE BELOW WHICH APPLY TO YOU</b>	
a) I am registered as a local government elector from the town of Padstow; or	<input type="checkbox"/>
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 of Padstow; or	<input type="checkbox"/>
c) My principal or only place of work has, during the whole twelve months preceding my co-option, been in the town of Padstow; or	<input type="checkbox"/>
d) I have during the whole of twelve months preceding my co-option lived in the town of Padstow or within 3 miles of it.	<input type="checkbox"/>

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 specific criteria are not met:

- a) Are you an employee of Padstow Town Council **YES/NO**
- b) Are you the subject of a bankruptcy restrictions order or interim order? **YES/NO**
- c) Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine; **YES/NO**
- d) Are you disqualified by order of a court from being a member of the local authority? **YES/NO**

**DECLARATION**

**I .....hereby confirm that I am eligible for the vacancy of Padstow Town Councillor, and the information given on this form is a true and accurate record.**

**Signed:** .....

**Print:** .....

**Date:** .....

Privacy Statement: Your information will not be used for any other purpose by Padstow Town Council, and will not be passed onto any other third party without your permission. Your information will be held for as long as we consider necessary to deal with the Co-Option process. All personal information held by Padstow Town council is held safely in a secure environment.

You can view our General Privacy Notice on [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk) or contact the office for a copy.



PADSTOW TOWN COUNCIL

**CO-OPTION CRITERIA**

**Name of Local Council:** PADSTOW TOWN COUNCIL

**Description of Office:** Padstow Town Councillor

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b><i>Relevant Knowledge, Education, Professional Qualifications and Training</i></b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> </ul>	
<b><i>Experience, Skills, Knowledge and Abnamility</i></b>	<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 relationship with all members and staff.</li> <li>• Good reading and analytic skills.</li> <li>• Ability and willingness to work with the council’s partners (e.g. voluntary groups, other parish councils, principal authority, charities).</li> <li>• Ability and willingness to undertake relevant training.</li> <li>• Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.</li> <li>• Experience of working in another public body or not for profit organisation.</li> <li>• Experience of working with voluntary and or local community/interest groups.</li> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities.</li> <li>• Experience of delivering presentations.</li> <li>• Experience of working with the media.</li> <li>• Experience in financial control/budgeting</li> <li>• Experience of staff management</li> </ul>
<b><i>Other Requirements</i></b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</li> <li>• Flexible</li> <li>• Enthusiastic</li> </ul>	



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**CO-OPTION APPLICATION FORM**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	

**Please tell us something about what experience you can bring to Padstow Town Council, for example; previous local government experience, work in the voluntary or charitable sector, business or trade union experience (*please continue on an additional page if required*)**

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**Please tell us something about skills you can bring to the Council, for example; professional qualifications, financial or project management expertise (*please continue on an additional page if required*).**



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**Please explain why you are interested in becoming a Town Councillor.**



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**Please include any other information you would like to add in support of your application? (*Please continue on an additional page if required*)**



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**Are there any questions you would like to ask the Town Council?**

Empty box for questions.

Signed: .....

Print: .....

Date: .....

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