

# Silverstone Parish Council - Meeting Report Proforma

## Document Overview

|                                      |  |
|--------------------------------------|--|
| <b>Subject</b>                       | Co-option of New Councillors   |
| <b>Date</b>                          | 5 May 2025   |
| <b>Councillor or Clerk Proposing</b> | Johan Baker-Smith<br>Parish Clerk  |
| <b>Meeting Date</b>                  | 12 May 2025  |
| <b>Agenda Reference</b>              | Item 10  |
| <b>Purpose</b>                       | <input checked="" type="checkbox"/> To Note <input type="checkbox"/> To Discuss <input checked="" type="checkbox"/> To Resolve |

### To note vacancies and to approve dates for advertising

There are two vacancies:

NCALC guidance is:

#### Advertising the casual vacancy

The Council must give public notice of a casual vacancy as soon as possible in accordance with section 232 of the Local Government Act 1972.

The Clerk shall duly publish 'a notice of vacancy' giving 14 days within which a by-election may be called.

Following expiry of the 14 days' notice, the principle Council will advise the Council if a by-election is to be held or if the vacancy is to be filled by co-option.

#### The co-option process

Where no by-election is called, the Council must meet and fill the vacancy within a reasonable period of time following expiry of the initial 14 day period. The only exception is where a by-election is not called and the vacancy occurs within 6 months of when the Councillor would retire, then the post may be left vacant.

Applicants for co-option will be asked to confirm their eligibility for the position of Councillor. Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the criteria and they are not disqualified.

Voting will be in accordance with statutory requirements.

A successful candidate must receive an **absolute majority**, i.e. receive more than 50% of the votes cast.

If there are more than two candidates for one vacancy and no one of them at the first count receives an absolute majority over the rest of the candidates, the candidate with the least votes will fail and the remaining candidates voted on again. This process shall be repeated until an absolute majority is obtained.

After the vote has been concluded, the successful candidate will be declared.

The newly appointed councillor must sign a declaration of his acceptance of office, in the presence of another councillor or the clerk. The declaration must be delivered before or at the first meeting of the council after co-option

Silverstone Parish Council Policy is attached.

The notice is attached.

**The council are asked to note that there are two vacancies.**

**The Council are asked to approve the 14 days for advertising as: 19 May – 02 June 2025.**