

# MORWENSTOW PARISH COUNCIL



**Name of Local Council:** MORWENSTOW PARISH COUNCIL  
**Description of Office:** Morwenstow Parish Councillor

| COMPETENCY   | ESSENTIAL   | DESIRABLE  |
|--|---|--|
| <p><b>Relevant Knowledge, Education, Professional Qualification and Training</b></p> | <ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> </ul>   |  |
| <p><b>Experience, Skills, Knowledge and Ability</b></p>                              | <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> |
| <p><b>Other Requirements</b></p>   | <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>   |  |

# MORWENSTOW PARISH COUNCIL



## CO-OPTION ELIGIBILITY FORM

- **You must** be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain.
- **You must** on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) be 18 years of age or over

### ***PLEASE TICK THOSE BELOW WHICH APPLY TO YOU***

- a) I am registered as a local government elector for Parish of Morwenstow; 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 Parish of Morwenstow; or
- c) My principal or only place of work has, during the whole twelve months preceding my co-option, been in the Parish of Morwenstow; or
- d) I have during the whole of twelve months preceding my co-option lived in the Parish of Morwenstow or within 3 miles of it.

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <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 Morwenstow Parish 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**

**NB: Full guidance on who can stand for election is available from the Electoral Commission [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) and you are advised to read this before applying.**

### **DECLARATION**

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

**Signed:** .....

**Print:** .....

**Date:** .....

# MORWENSTOW PARISH COUNCIL



## 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 Morwenstow Parish Council, for example; previous local government experience, work in the voluntary or charitable sector, business or trade union experience (*please continue on an addit page if required*)**

|  |
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|--|

**Morwenstow Parish Council**

**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*)**

**Morwenstow Parish Council**

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

**Morwenstow Parish Council**

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

**Morwenstow Parish Council**

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

Signed: .....

Print: .....

Date: .....