

HAMBLE PARISH COUNCIL COUNCILLOR CO-OPTION INFORMATION AND APPLICATION PACK

FUNCTION OF THE PARISH COUNCIL

Parish Councils are the oldest form of local government and has been in use in England since the 8th century. The modern Parish Council is a statutory elected local authority, which acts as a voice for local opinion by keeping in close and regular contact with its electorate and provides a focus for voluntary organisations in the area.

We provide various services to the community including,

- Maintaining public areas and open space including the Foreshore, Westfield Common, part Mercury Marshes, College Playing Fields, Mount Pleasant playing fields, sections of footpaths and cycleways
- Play areas, playing pitches, tennis courts and the muga.
- Two sports pavilions – Roy Underdown and Mount Pleasant
- Manage the Foreshore including the Car Park and Dinghy Storage Park
- Cemetery
- Allotment
- Hold and manage leases for the Pink Ferry, Beach Hut Café, Hamble Lifeboat, Hamble Club Football, Hamble Squash Club, land adjoining Hamble Holt and Sea Scouts Hut.
- Work with volunteer helps to run services from the Mercury Library and Community Hub
- Grant support to community and voluntary organisations
- Christmas lights
- Ten village magazines a year

HOW WE DO BUSINESS.

Full council meetings are held the second Monday of every month (except August and Bank Holidays). Each meeting starts with a public session in which members of the public can come along and raise issues of interest or concern. Meetings are held in the Mercury Library and Community Hub and start at 7pm until 9.30pm.

In addition to Full Council meetings the Council also has a number of Committees and Working Groups. The main Committees are:

- Planning Committee which meets on the 4th Monday of every month at 7pm
- Asset Management Committee which meets the first Tuesday of every second month at 8.30am
- Personnel Committee which meets once a quarter at 9.00am.

A schedule of the year's meetings are included along with membership of committees and groups, including current vacancies.

DECISION MAKING

The Council is a corporate body. All decisions of the Council are taken by the majority vote during Council, or Committee meetings. The Chairman is responsible for ensuring the business of the meeting is transacted in accordance with the Council's standing orders and financial regulations in an efficient and timely manner. The Clerk to the Council is the Proper Officer/Responsible Financial Officer and carries out the statutory obligations of the Council.

HOW ARE WE FUNDED?

Each year the Parish Council sets a budget. Our income comes from a combination of money from services such as car parking, lease income and charges for services as well as a precept charge which forms part of residents Council Tax and is by Eastleigh Borough Council. In addition to the services offered we also work in partnership with Eastleigh Borough Council and Hampshire County Council as well as other organisations. Where possible we will seek alternative sources of income such as developers' contributions and grants.

APPLICATIONS

Candidates are asked to complete a short application form and confirm they meet the eligibility criteria to become a parish councillor and return it to the office no later than **3rd September 2019**. Completed forms will be considered by Councillors at their next meeting on the 9th September 2019. Copies of the application form will be published on our website although contact information will be removed.

Candidates will be invited to attend the meeting, to introduce themselves and to make a short statement in support of their application lasting no more than 5 minutes. Members may ask a number of set questions. This will be in the public session.

Members will select their preferred candidate by way of a vote. The successful candidate(s) will need to secure an absolute majority of votes cast (50% + 1 of the votes available at the meeting). 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. This part of the meeting will not be open to the public or to the candidates.

Candidates will be notified as soon as possible after the meeting and the successful candidate invited to attend the Parish Office to sign the Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct which embeds the Nolan seven principles of public life. Failure to sign the Declaration of Acceptance will result in automatic disqualification. The successful candidate will also be required to complete a Notification of Disclosable Pecuniary and Other Interests form. This form is published on the Parish website and EBC is sent a copy along with confirmation of the appointment.

ROLE DESCRIPTION ROLE

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|--------------------|---|
| Responsible to: | The 'Corporate Body' (i.e. the Parish Council) and all residents within the parish |
| Responsible for: | Effective leadership, governance, liaison and budget setting Purpose: Representing the views of residents |
| Liaison with: | Other councillors, staff, local authorities, residents' associations, community groups, charitable groups and residents |
| Period of service: | Elections are held every four years |
| Next elections: | May 2020 |
| Remuneration: | This is an unpaid voluntary position |
| Availability | To attend evening meetings |

MAIN DUTIES AND RESPONSIBILITIES

1. Attend Parish Council meetings.
2. To prepare for meetings and being properly informed about the issues to be discussed.
3. Participate constructively in the governance of Hamble Parish Council.
4. To participate in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.
5. Ensure, with other councillors, that the Parish Council is properly managed.
6. Keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
7. Promote the economic, social and environmental well-being in the work of the Council.
8. To represent the interests of the whole community when discussing Council business and working with outside bodies.
9. Take an active part in engaging with the community and build capacity and resilience.
10. To comment on planning applications and other planning matters such as the Local Plan.
11. To represent the Parish Council on outside bodies to which the councillor is appointed.
12. To maintain proper standards of behaviour and to act as an Ambassador for the Parish Council and to promote the work the Council undertakes, on behalf of the community.
13. To be aware of and to comply with the Councils polices especially in relation to confidentiality, data protection and GDPR.
14. To participate effectively as a member of any committee or working party to which the councillor is appointed.
15. To uphold the Parish Council's Standing Orders, Code of Conduct and the Nolan principles of Public Life (ensuring that the impartiality of Council staff is not compromised).
16. To undertake appropriate training courses and as when possible.
17. The Parish Council operates its own email server – new members will provided with a unique councillor email address which must be used for all communications.

Training

Induction comprises a tour of the Parish and a 'walk through' of the Members' Handbook. Ongoing training is provided via the Hampshire Association of Local Councils and other bespoke training sessions. These vary between day-time and evening sessions

CO-OPTION ELIGIBILITY FORM

In order to be eligible for co-option as a Hamble Parish Councillor you must confirm that:

- You are 18 years of age or over
British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union

In addition, you must also be able to satisfy one of the following:

- I am registered as a local government elector for the Parish; or
- 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; or
- My principal or only place of work during those twelve months has been in the Parish; or
- I have during the whole of those twelve months resided in the Parish or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:

Is employed by the Parish Council or holds paid office (other than Chairman, Vice Chairman) under the Parish Council.

Is employed by an entity controlled by the Parish Council;

Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;

Has within five years before the day of co-option, or since his/her co-option, 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

Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or

Use of personal information: The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.

Declaration & Consent

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure/publication of my information included in this application form in accordance with the GDPR. I declare the information given on this form to be true and correct.

Signature

Full name

Date

CO-OPTION APPLICATION FORM

| | |
|---|--|
| Name: | |
| Address: | |
| Telephone Number: | |
| Email Address: | |
| Why are you applying to become a Parish Councillor? | |
| What skills and experience can you bring to the role? | |
| What would you like to achieve in your time on the Council? | |

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Signature:

Full name:

Date:

Please return this completed form along with Co-option Eligibility form no later than the **3rd September 2019** to: clerk@hamblepc.org.uk. Please include the following in the subject heading – Application for co-option. Or send to the Clerk, Hamble Parish Council, Parish Office, 2 High Street, Hamble SO31 4JE