

## Casual Vacancy – Councillor

## What difference will you make?

## Serving on Rottingdean Parish Council (RPC) will give you an opportunity to play a vital role in shaping the future of the Parish. You will represent the interests of the local community and contribute to the Council’s work maintaining and improving local facilities and services.

## Who can apply?

## Anyone – who has during the last 12 months lived or worked in, or within three miles of, the Parish. You just need to be passionate about the Parish and our community and enjoy giving your time and experience to help achieve ambitious goals. There is no requirement for any particular skills or experience but some knowledge of financial management, fund raising, social media/communications would be helpful.

## Expected Contribution

* Mainly working from home during and outside normal office hours
* Regular attendance at the RPC meeting each month (first Monday evening for ~ two hours)
* One Annual General Meeting and Annual Village Meeting
* Input into one or more of the Advisory/Project Groups.

## About Rottingdean Parish Council

## Roles and Responsibilities of the Parish Council

RPC is the first tier of local government in Brighton & Hove. Nine Councillors are elected for four years and we work closely with Brighton & Hove City Council (BHCC) on a wealth of issues to:

* preserve and protect the natural environment and green spaces of our village
* promote and enhance the quality of village community life, services and amenities
* monitor and influence developments (built environment, highways, traffic, paths)

See our website (<https://www.rottingdean-pc.gov.uk>) for much more information.

**Summary of Policies**

The Council has many policies specifying how we manage internal organisational and administrative matters and how we deliver our responsibilities and services. These include scrutiny of planning applications, assessment of grant applications, and project management.

**Structure**

The full Council meets at least once a month. In-between, individual Councillors meet in advisory groups organised into themes covering the Council’s full responsibilities. One example is a Village Community Group which amongst other things reviews and makes recommendations on applications from community groups for grants for specific projects. We also establish groups to oversee major projects, in which we work with BHCC. For example, on the experimental traffic order to reduce emissions on the High Street and the proposed major redesign of the Lower High Street to improve accessibility and sustainability.

## What to do next

If you are interested please download and complete **both** the application and eligibility declaration forms from our website and email or post them with your CV to Chris Hayes, Parish Clerk, RPC, The Gables, 6 Dean Court Road, Rottingdean, BN2 7DH. email: [chris.hayes@rottingdean-pc.gov.uk](mailto:chris.hayes@rottingdean-pc.gov.uk)

**ROTTINGDEAN PARISH COUNCIL CO-OPTION APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Address: |  |  |
| Telephone Number: |  |  |
| Email Address: |  |  |
| Are you 18 or over? Yes / No |  |  |

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| **Please detail any experience you may have that is relevant to Rottingdean Parish Council (if necessary continue onto a separate sheet)**  **Please also attach a copy of your CV.** |
|  |

**APPENDIX A**

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| **Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet).** |
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**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 of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED NAME

DATE

**Please complete and return this form, together with the completed Co-option Eligibility Form to:**

The Clerk, Rottingdean Parish Council, The Gables 6 Dean Court Road, Rottingdean BN” 7DH or email to [chris.hayes@rottingdean-pc’gov;uk](mailto:chris.hayes@rottingdean-pc’gov;uk)



**ROTTINGDEAN PARISH COUNCIL CO-OPTION ELIGIBILITY FORM**

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| --- |
| **1. In order to be eligible for co-option as a Rottingdean Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:**   1. I am 18 years of age or over; and 2. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and 3. I am registered as a local government elector for the parish; or 4. 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 5. My principal or only place of work during those twelve months has been in the parish; or 6. I have during the whole of those twelve months resided in the parish or within 3 miles of it. |
| **2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:**     1. Is employed by the parish council or holds paid office (other than chairman, vice chairman or deputy chairman) under the parish council (including joint boards or committees); 2. Is employed by an entity controlled by the parish council; 3. 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; or 4. 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 5. 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 the Audit Commission Act 1998. |

**Use of Personal Information**

The Parish Council will use the information provided on this form to assess your eligibility to be a parish councillor.

**Declaration & Consent**

I hereby confirm that I am eligible for the vacancy of Rottingdean Parish Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a parish councillor and that the information given on this form is true and correct. I have read the section entitled “Use of Personal Information” and by signing this form I consent to the use and disclosure of my information included in this form.

SIGNED NAME

DATE