

Newington Parish Council Co-option Policy

1. The vacancy will be reported to Mr P Butler at Folkestone & Hythe District Council.
2. The Notice of Casual Vacancy will be advertised for a minimum of 14 days.
3. Names of any potential interested parties will be sought.
4. All prospective co-option candidates will be asked to complete the co-option application form and return it to the Parish Clerk.
5. Prior to paragraph 6 below, the Clerk will confirm to the full Council that prospective candidates are qualified to become a Councillor and are not disqualified from being a Councillor as set out in The Local Government Act 1972 S79 & S80.
6. At the next Ordinary meeting of the Parish Council, prospective candidates will be invited to make a public presentation and may also be asked questions by Councillors.
7. If only one candidate has applied for a vacancy, Councillors would normally have to have a valid reason not to co-opt them (although they reserve the right to re-open the process to seek further applicants).
8. If more than one candidate applies for a vacancy, the Council must vote by secret ballot, if necessary, by successive counts which eliminates the least successful candidate in each round, until the successful candidate receives an absolute majority of those present at the council meeting.
9. In the event of multiple vacancies, if the number of candidates is less or equal to the number of positions to be filled then paragraph 6 applies to all applicants. However, if there are more candidates than vacancies the procedure given in paragraph 7 applies to each position in turn until all are filled.

This Policy was adopted at the Parish Council Meeting held Monday 24th
August 2020.

Reviewed July 2026
Next review due July 2028