

# DISS TOWN COUNCIL



11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

## Application For Co-Option Supporting Notes

Thank you for expressing an interest in standing as a councillor for Diss Town Council to fill the current vacancy(s).

Diss Town Council was formed in 1974 following the reorganisation of Local Government at that time. It is a very active council with a strong desire to ensure that Diss develops in such a way that it benefits the town for the future. It owns or has responsibility for the management of a number of buildings and sites around the town including the Park, Mere, Mere's Mouth, the Market Place, St Mary's Churchyard, Rectory Meadow, The Lowes, The Entry, Diss Cemetery, Diss Sports Ground, Diss Youth & Community centre, the Council Offices and the Corn Hall, amongst others.

The Town Council is a statutory consultee for all planning applications which are considered by the Planning Committee. It works closely with the Highways Authority and other departments at the County Council, the District Council, Norfolk Constabulary, local community groups and businesses for the benefit of the town.

It receives most of its funding through the collection of council tax from those residents who live within the parish of Diss and consequently it is required to be accountable to the electorate for how this money is spent. The Council must conduct itself in accordance with the many relevant statutes including the Accounts and Audit Regulations 2011, the Local Audit and Accountability Act 2014 and the Local Government Act 1972 to name but a few.

Becoming a councillor provides an opportunity to be informed of many issues facing Diss and to become involved in the decision making that affects our town. It is a significant time commitment but can be very rewarding. Meetings of Council are held on Wednesday evenings throughout the year. There may be requirements for you to attend meetings additional to these to further investigate specific issues. All councillors are summoned to meetings (ie have a duty to attend) and must give apologies in advance if they are unable to attend. Councillors are all volunteers and receive no remuneration apart from a small allowance for expenses, paid annually.

Once co-opted or elected, all new councillors are provided with training, support and advice.

In order to be eligible to become a councillor, candidates must be 18 years of age or older; must either live in the parish, or within 3 miles of the boundary, or have their principle or main place of work in the parish at the time of standing; must not be a declared bankrupt; and must not have had a criminal conviction within the last five years which involved a custodial sentence of three months or more.

For more information about the Town Council, please visit our website at [www.diss.gov.uk](http://www.diss.gov.uk).

If you have any further questions, please do not hesitate to contact us (details above and on our website). And if you're still interested in becoming a Town Councillor, please complete the attached application and return to us.

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## Application for Co-Option

1. Name .....

Address .....

.....

.....Postcode.....

Telephone.....Mobile.....

Email.....

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

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3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

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4. Please list any other voluntary or community work that you are currently or have previously been involved in:

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5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

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Please also complete the nomination papers attached and arrange for two current members of Diss Town Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applicants will meet the Town Clerk and Leader of the Council to go through the application and answer any questions relating to becoming a Diss Town Councillor.

Applications for co-option are usually considered at the next meeting of Full Council following your meeting with the Town Clerk and Leader of the Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table. Meetings of Full Council are formal.



## Co-Option of a Town Councillor

# Nomination Paper

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

### Candidate

<b>Surname</b>	
<b>Other names in full</b>	
<b>Title (please delete as appropriate)</b>	Mr / Mrs / Miss / Other (please state)
<b>Home address in full</b>	
	Postcode:

### Proposer

I, \_\_\_\_\_ (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

.....  
Signed
Date

### Secunder

I, \_\_\_\_\_ (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.

.....  
Signed
Date

**Nomination papers MUST be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ**

### For office use only

<b>No. of Nomination Paper (in order of delivery)</b>	<b>Date Delivered</b>	<b>Hour Delivered</b>	<b>Received by:</b>

## Candidate's Consent to Nomination

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

To be eligible for co-option as a Diss Town Councillor you must satisfy certain criteria. You must satisfy both a and b below and at least one of the options c. to f.

I confirm that (please tick **all** which apply to you):-

a.	I am 18 years of age or over	
b.	I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union	
c.	I am registered as a local government elector for the Town at this address (give address)	
d.	I have, during the whole of the twelve months preceding my application occupied, as owner or tenant, land or other premises in the Town (give address)	
e.	My principal or only place of work during those twelve months has been in the Town (give details and address)	
f.	I have during the whole of those twelve months resided in the Town or within three miles of it (give address)	

Under Section 80 of the Local Government Act 1972 there are some reasons why a person is disqualified from being a Town Councillor, including these reasons:

I confirm that (please tick **all** which apply to you):

i.	I am not employed by the Town Council or hold paid office under the Town Council;	
ii.	I am not employed by an entity controlled by the Town Council;	
iii.	I am not 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;	
iv.	I have not within the last five years, been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;	
v.	I am not 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 Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after your resignation from Council.

## Declaration & Consent (please tick all which apply to you):-

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 will complete a Declaration of Acceptance of Office, Declaration of Interests form, and I will comply at all times with the Council's Code of Conduct.	
I declare the information given on this form to be true and correct.	

Signature ..... Name (BLOCK CAPITALS) .....

Address .....

Email Address .....

Date of signature: .....

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.

.....  
Signed

.....  
Date