



## An Extraordinary Meeting of the Town Council held in the Council Chamber, Town Hall on Monday 5<sup>th</sup> June 2017 at 7.15pm

### Minutes

Non-Confidential items

3591/17 **Present**

Cllr Steve Edwards, Cllr Vivienne Parnham, Cllr John Riley, Cllr Bill Storey

3592/17 **To receive and accept apologies for absence**

Resolved: To accept apologies from the following; Cllr Alyson Hill (work commitment), Cllr Paul Morgans (unwell), Cllr Philippa Tilbrook (work commitment)

3593/17 **Mayor's announcements**

Cllr Steve Edwards welcomed everyone to the meeting and outlined the business for the evening.

Cllr Edwards said that he will not be taking the Mayor's Allowance as a round sum but will make individual claims against receipts.

Cllr Edwards reported that he intends to take up an offer of a 1 year honorary membership of Bakewell Rotary Club.

3594/17 **Declaration of Members Interests**

- (a) **To enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.**

None received.

- (b) **To receive and approve requests for dispensation from members in which they have a Disclosable Pecuniary Interest.**

None received.

3595/17 **Items in Exclusion**

**To determine which items, if any, should be taken with the public excluded**

It was not considered necessary to take any items in exclusion.

3596/17 **Public Speaking**

**A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter**

No representations received.

3597/17 **Matters for decision**

**(a) Annual Return for the year ended 31<sup>st</sup> March 2017 to approve;**

**(i) Annual Governance Statement**

**(ii) Accounting Statements**

The Clerk reported that the Annual Return remains with the Town Council's accountant.

**Resolved:** To defer to the meeting of full council to be held on 19<sup>th</sup> June 2017.

**(b) Co-option of members to approve**

**(i) Policy for the co-option of members**

**Resolved:** To approve the Co-option Policy at Annex A to this minute.

**(ii) A timetable for the co-option of two members**

**Resolved:** To advertise the co-options with immediate effect and a closing date of 22<sup>nd</sup> June 2017. Interviews and appointment to take place at an extraordinary meeting of the Town Council at 7pm on Monday 26<sup>th</sup> June 2017.

**(c) To request PDNPA restrict the conversion of shops into café's**

In response to the request, Cllr Steve Edwards put the matter in the context of the Neighbourhood Plan and offered to take the comments, along with similar concerns about the increasing number of charity shops in Bakewell to the Neighbourhood Plan Task Groups.

**Resolved:** To put the matters raised to the Neighbourhood Plan Task Groups.

**(d) Grant Applications;**

**(i) Bakewell Carnival up to £500**

**Resolved:** To approve a grant of £500.

**(ii) Bakewell Town Junior Football Club**

The Clerk reported a request by the group to defer consideration whilst the grant application is assembled.

**Resolved:** To defer to the agenda of the meeting of full council to be held on 19<sup>th</sup> June 2017.

The meeting closed at 7.55pm

# Bakewell Town Council

## Co-option Procedure

Adopted at minute number 3597/17

To be reviewed annually at the Annual Meeting of the Town Council

Reference: NALC Legal Briefing L15-08 Co-option

1. Where a vacancy exists the Clerk will notify DDDC immediately and request a copy of the current procedure for advertising co-option.
2. Co-option will be advertised in accordance with the procedure received from DDDC.
3. Candidates are to certify in writing that they:
  - (a) Meet the criteria for eligibility set out in s.79 of the Local Government Act 1972
  - (b) are not disqualified, pursuant to s.80 of the Local Government Act 1972
4. Co-option will take the form of a short interview. Candidates will be provided a copy of this procedure when invited to the meeting.
5. An extraordinary meeting will be convened for the purpose of co-option (this may be immediately prior to an Ordinary meeting). In accordance with guidance in NALC Legal Briefing L15-08, other than in exceptional circumstances, the public will not be excluded.

### At the meeting

The Mayor will explain to candidates that they will be seen individually, in alphabetic order by surname, and that the interview will take the form of a short question and answer session which should last approximately 5 minutes. Candidates will have the opportunity to ask the council any questions they wish.

Chair to invite first candidate to remain others are asked to leave the room.

### Questions to all candidates

- (a) Are you willing to sign a declaration to abide by the code of conduct expected of members and to register relevant interests?
- (b) What experience do you have of meetings and committees?
- (c) What experience do you have of the working of local government?
- (d) Are you involved in any groups in the community? If so describe your role and experience.
- (e) How do you see your role as a Town Councillor?
- (f) Are you willing to attend occasional training courses and meetings outside those of the Town Council? These are generally, but not always, in the evening.
- (g) How would you like to see Bakewell develop?
- (h) High profile issues in Bakewell can bring certain pressures. How well do you feel you react under pressure?

The candidate should then be asked if he or she has any questions for the Town Council

Candidate leaves, next candidate invited to come in.

After final candidate has been seen the public will be asked to leave to allow discussion of candidates to take place.

The public and candidates will then be invited back into the meeting room and a vote, by show of hands, will take place.

The appointment of a co-optee must be by an absolute majority. (i.e. he or she receive a greater number of votes than the aggregate of the votes for other candidates).

Members will be invited to vote for 1 candidate for each vacancy, one seat at a time.

Votes will be counted and if the candidate with the most votes does not have an absolute majority a second vote will be taken after eliminating the candidate with the fewest votes, this will continue until an absolute majority is reached. Chair has casting vote if two candidates are tied on votes.

Successful candidate(s) will be invited to join the Council

Successful candidates will be asked to complete a Declaration of Acceptance of Office and be given a Registration of Disclosable Pecuniary Interests form.