'Committed to Improving the Quality of Life in North Hykeham'

North Hykeham Town Council

Town Clerk: Mrs M Parker
Civic Offices, Fen Lane, North Hykeham, Lincoln LN6 8UZ
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TOWN COUNCILLOR CO-OPTION APPLICATION

Thank you for your interest in becoming a Town Councillor on North Hykeham Town Council. As part of this process, I am required by law to verify your eligibility for co-option. In view of this I would be grateful if you could complete and return the enclosed form to this office no later than **noon on Wednesday 6th January 2027.**

There are notes of guidance with regards to the eligibility criteria on the form, for ease of reference. On the second page of the form, you will also need to provide a personal statement which may include such things as your reasons for applying to become a councillor and what skill sets and experience you feel you can bring to the Council; please be aware that this statement will be shared with all current Town Councillors in advance of the co-option meeting to allow them to consider your application.

Co-option procedure

Co-option will be an agenda item at the **January** meeting of the Town Council scheduled for **7pm on Thursday 14th January 2027** which you should endeavour to attend; this will allow Councillors to meet you and discuss your application further with you. After all applications have been considered at that meeting, Members will vote to elect a new councillor. If you are successful in your application, you will be invited to join the meeting and sign an Acceptance of Office form; at this point you will take your seat as a Town Councillor and be able to partake in the remainder of that meeting. Within 28 days of that meeting you will be required to complete a Register of Interests form which will then complete your registration as a Town Councillor.

Term of Office

Town Councillors hold office for a period of four years (or if elected part way through the cycle, for the remainder of that period only) and retire on the fourth day after the ordinary day of election. The current 4yr period concludes in May 2027. Newly elected councillors take office (provided they have made declarations of acceptance of office) on the day on which their predecessors retire (Local Government Act, 1972, Section 16(3)). The Chair of a town/parish council continues in office until their successor becomes entitled to act in that capacity.

Should you have any further queries, please do not hesitate to contact me and I look forward to receiving your documentation in due course.

Yours sincerely

M Parker

Mrs Mandy Parker
Town Clerk

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Eligibility for application to become a Town Councillor

	YOUR DETAILS	ELIGIBILTY CRITERIA (PLEASE ENSURE YOU MEET THIS CRITERIA)
Full Name:		
Address:	Post Code:	
Number of years at current address:		
Contact number(s):	Day: Evening:	
Email address:		
Date of birth:		A person must be 18 years old.
Nationality:		A person must be a British, Commonwealth, Irish or European Union citizen
What is your connection to North Hykeham?		A person must either: • on the relevant day and thereafter they continue to be on the electoral register for the parish; or • during the whole of the 12 months before that day they have owned or tenanted land or premises in the parish; or • during the whole of the 12 months before that day their principal or only place of work has been in the parish; or • during the whole of the 12 months before that day they have resided in the parish or within 4.8 kilometres of the boundary;
Do you have any reason to believe that you might be disqualified from standing as a Town Councillor?	YES or NO (please state)	A person may be disqualified if: - Convicted of a criminal offence - Subject of a bankruptcy restrictions order or interim order - A paid officer (including the Clerks) of the council

I confirm that the information I have provided may be used to check that I am eligible to be considered as a Town Councillor for North Hykeham.

Signed: -…… Full name: -……

Personal Statement/Additional Information

Please provide a personal statement which outlines your reasons for wishing to be a Town Councillor and highlight personal skills and attributes which you could use to support the operations of the Council. Members will consider the information provided in advance of the co-option meeting, and are interested in understanding your interests within the community: