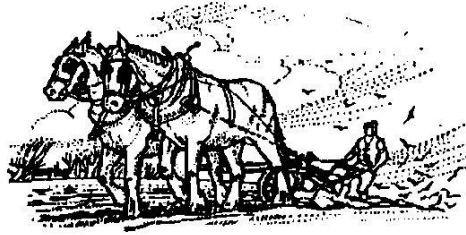


# Bentley Pauncefoot Parish Council



2000

## CO-OPTION - FOR YOUR INFORMATION

There is a vacancy for a Councillor at Bentley Pauncefoot Parish Council. The successful candidate will serve until the next election, which is likely to be held during May 2027 (*when the 4-year term of office for each existing Councillor expires*). If you would like to be considered for the vacancy, it is hoped you will find the following information helpful.

### Procedure

- A vacancy notice has been displayed on the Bentley Pauncefoot Village Hall noticeboard and website.
- If you wish to be considered for co-option, please complete the application form (available from the Clerk, and on the Parish Council website) and return it to the Parish Clerk, by email (address below).

### Responsibilities

- Should you be co-opted then a formal 'Declaration of Acceptance of Office' is signed and accepted. You will also be required to abide by the Code of Conduct for Councillors (*available to view on the Bentley Pauncefoot website*). A Register of Interests form for Bromsgrove District Council must also be completed if co-opted.
- The duties of a Parish Councillor involve attending the bi-monthly Parish Council Meetings (*usually the third Tuesday bi-monthly*) and serving on any relevant committees. The duration of a meeting can vary between one and two hours.
- Attending events during the year which you may be invited to, for example, meetings of other Parish Councils.
- Attending training events to help you fulfil your role as a Parish Councillor.
- Considering the views of the people of the Parish of Bentley Pauncefoot when making decisions.
- Representing the Parish Council at meetings of local or regional organisations.
- Decision making on matters relating to the Parish.
- Approving payments and being involved with budget planning.
- Commenting on planning applications.

Parish Clerk: Clare Wood  
Email: [bentleypauncefoot@gmail.com](mailto:bentleypauncefoot@gmail.com)