

Procedure for making temporary appointments to Town and Parish Councils

This process enables Cotswold District Council to **utilise its discretionary power to** make an Order to appoint persons to town and parish councils in accordance with Section 91 of the Local Government Act 1972.

1. **Usually** the Clerk to a town or parish council notifies Cotswold District Council that their authority is unable to **act operate** due to being inquorate.

2. Electoral Services verifies the number of seats on that Council and that it is inquorate. They also identify the number of appointments required in order for the Town or Parish Council to be quorate.

3. **Once confirmed the Town or Parish Council is inquorate, the Monitoring Officer may approach all** Ward Member(s) in the Ward in which the Town or Parish Council is located. **These Ward Member(s)** will be offered the opportunity to be appointed to that **Town and Parish** Council as a temporary appointment until such time as the vacancies are filled by election or co-option.

4. If sufficient **or appropriate** appointments cannot be made from **Ward Member(s) from within the Ward in which the Town or Parish Council is located, the Monitoring Officer may also approach Ward Member(s) from adjacent Wards and offer them the opportunity to be appointed to that Town or Parish Council as a temporary appointment until such time as the vacancies are filled by election or co-option. temporary appointments will be made from adjacent Ward Members.**

5. All appointments will end once sufficient members are elected or co-opted to the **Town or Parish** Council.

6. In the event **there are that** no sufficient or appropriate Ward Member(s) (Paragraph 3), and/or adjacent Ward Member(s) (Paragraph 4), **member-wishes which can to** be appointed **to the Town or Parish Council** on a temporary basis, the **Monitoring Officer-**

~~Returning Officer, or in their absence, Deputy Returning Officer,~~ is authorised to appoint ~~nominate~~ any other person in ~~following~~ consultation with ~~the~~ Group Leaders.

7. All appointments will be authorised by the ~~Monitoring Officer~~ ~~Returning Officer~~.

8. In the event that no ~~appointment can be made by the Monitoring Officer~~ ~~nominations can be made,~~ a report will be submitted to ~~Full Cabinet Council~~ where a decision will be made as ~~The Committee will then decide~~ who should be appointed to the Town or Parish Council .

9. In accordance with section 91(3) of the Local Government Act 1972 the Monitoring Officer will arrange for two copies of the Order to be sent to the Secretary of State.

Approved by ~~-Council~~ 31 July 2024