



www.tmbc.gov.uk

ANNEX 1

PROCESS FOR MAKING TEMPORARY APPOINTMENTS TO TOWN AND PARISH COUNCILS

Tonbridge & Malling Borough Council shall follow the procedure set out below in making an Order to appoint persons to Town/Parish Councils in accordance with Section 91 of the Local Government Act 1972.

1. The Town/Parish Clerk shall advise the Monitoring Officer that the Town/Parish Council is unable to operate due to being inquorate.
2. The Monitoring Officer shall verify the number of seats on the Town/Parish Council and that it is inquorate. The number of appointments required for it to become quorate is identified.
3. The Monitoring Officer shall offer the temporary position of Town/Parish Councillor in the following order. Any Councillor may decline the appointment, in which case the offer of appointment will continue in order until a quorum has been achieved.
 - a) District Councillor(s) for the ward in which the Parish/Town is located;
 - b) District Councillor(s) for adjacent wards to which the Parish/Town is located;
 - c) County Councillor(s) for the division in which the Parish/Town is located;
 - d) In consultation with Group Leaders, other Councillors will be considered and may include Town/Parish Councillors from adjacent Parishes.
4. All appointments must be made by Order under Section 91(1) of the Local Government Act 1972.
5. A report detailing the action taken will be submitted to the next Council meeting of the Borough Council for information.
6. In the event that appointments cannot be made a report will be submitted to the next Council meeting of the Borough Council for Members to consider the way forward for the Parish/Town Council.
7. In accordance with Section 91(3) of the Local Government Act 1972 the Monitoring Officer will forward two copies of the Order to the Secretary of State. A copy will also be sent to the Clerk of the Town/Parish Council for information.