

Vacancy process for Parish/Town Councils

- When a councillor resigns/is asked to leave/passes away, the Parish clerk should notify us immediately and agree a notice of vacancy with joanne.miller@tmbc.gov.uk, including the statutory dates. Please see attached the new vacancy notices, due to us having a new Proper Officer.
- The clerk should then advertise the vacancy within the parish, on the Parish website and noticeboards. TMBC will do the same.
- At the end of the statutory deadline for the notice of vacancy, Joanne Miller will email you to confirm whether or not an election has been requested and whether you can go ahead and Co-opt to the vacancy. **Please do not co-opt anyone until we have confirmed that you are can.**
- If someone is then co-opted to the vacancy, please send their name and address to Joanne Miller and their completed DPI to Denise Tate, denise.tate@tmbc.gov.uk and it will then be displayed on our website. It should also be displayed on your Parish website.

It cannot be stressed enough that this process has to be followed, it is set down in legislation and the Parish could be challenged legally, if it is not.