

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council
Maureen Leppard

Website:
Capel-le-Ferne Parish Council
[\(capellefernepc.org.uk\)](http://capellefernepc.org.uk)



Capel-le-Ferne

39 Victoria Road
Capel-le-Ferne, Folkestone, Kent.
CT18 7LT

Tel: 01303 259564
Mobile: 07813704142

Email:
clerkcapellefernepc@btinternet.com

PARISH COUNCIL VACANCY – SPECIFICATIONS

1. Candidate should;
 - a) * be registered as a local government elector for the area of the Capel-le-Ferne Parish or within 3 miles of the village boundary,
or
* during the whole of the 12 months preceding co-option occupied as owner or tenant land or other premises in that area
or
* have during the whole of those 12 months resided in that area
or
* principal or only place of work during those 12 months has been in that area
and
 - b) be over 18 years old
2. Parish Council meetings are held on the third Tuesday of each month at 7.30pm, in the Village Hall (small room), Lancaster Avenue, Capel-le-Ferne. CT18 7LX.
3. An Annual Parish Meeting is held in April and Election of Officers by members (i.e. Chairperson and Vice-Chair-person, together with delegates) in May.
4. Delegates are those members that take a responsibility for a particular area of the Parish, i.e. Planning, Highways, Neighbourhood Watch, Playground Equipment monitoring, Village Hall, Events and any other that is required in maintaining the Parish Council operates efficiently at all times.
5. These delegates may operate alone or as a working party/committee, making decisions on behalf of the Parish Council and ratified by the next full council meeting.
6. There are two types of Councillor:
 - a) An elected member (elections take place every four years). The next election of all Parish Councillor will take place in May 2023.
 - b) A Co-opted member – a member that is co-opted by existing Councillors to fill a vacancy until the next election.
7. A co-opted vacancy, means the existing Elected Councillors can co-opt the member.
8. To be considered for the vacancy the candidate should complete the attached Consent to Nomination form.
9. If successful the nominated person is co-opted to fill the vacancy, and
 - a) Expected to abide by the Code of Conduct and;
 - b) Sign a Written Undertaking and the Notification of Disclosable Pecuniary Interests Form.
This is monitored by Dover District Council Monitoring Officer as the Local Authority.