



# Carn Brea Parish Council

— Consel Plu Carn Bre —

**Councillor Co-option.  
Make a difference and  
Get involved.**

## About us:

Carn Brea Parish Council operates at the most local level of Local Government. The Councillors work for the Parish in a voluntary capacity and are supported by a team of paid employees headed by the Parish Clerk.

The Parish of Carn Brea, also known as the electoral area of Illogan South, lies between Redruth Town and Camborne Town and is made up by the areas of Pool, East Hill, Illogan Highway, West Tolgus, Barncoose, Carn Brea Village, Piece, Carnkie, Tregajorran, Treskillard, Four Lanes and Pencoys and part of Brea.

The Council owns approximately 22 acres of land. This is made up of a park at Wheal Fortune, heath at Carn Brea Hill, St Euny Well and Treloweth Open Space.

Treloweth Community Hall in Moorfield Road contains the Council's offices. It is open to the public Monday to Friday from 9am to 12 noon. The Hall is available for use for private bookings made via the Council Office.

The Parish Council conducts its business through a committee system. All meetings start at 7pm and the public are invited to attend.

The **Full Council** meets monthly on the third Thursday of the month, except in December in which it may be held earlier due to the Christmas break.

The **Planning Committee** meets monthly on the last Thursday of the month, except in December in which it may be held earlier due to the Christmas break.

Other Committees meet less frequently and are the **Amenities and Projects Committee**, the **Health & Safety Committee** the **Staffing Committee** and the **Open Spaces Improvements Committee**. All these meetings are generally held on Thursdays and at 7pm. The public are invited to attend these meetings.

Meetings do not take place during August, except for the Planning Committee.

## Team Structure:

The Council employs a small team, this includes the Clerk, Assistant Clerk, Administrative Assistant, Groundsperson and Caretaker.

## So What do Councillors do?

Councillors make decisions that influence how the Council works. Councillors also help people get and access the services they need when they experience difficulties.

## What can my local council do?

The powers of a Parish or Town Council are wide and various. The Council exists as the most localised form of government and is there to serve and represent the Parish or Town and their residents and electors.

- Allotments
- Churchyard and cemeteries
- Commons
- Halls \*
- Open Spaces \*
- Traffic Calming
- Street Lighting
- Local Transport
- Playing fields
- Parking
- Special projects \*
- County consultation on waste, tourism, education and transport \*
- Consultation on planning in your Parish, local plans for your area, provision of services within your district and Parish \*
- Government consultation on legislation which might affect the future of your village, country, region or country \*
- Forming local policy - neighbourhood plans and emergency plans \*

These are just some of the areas where your Parish Council can act to improve the village, its amenities and support to local people. Parish Councils play a major role in local consultation.

*\*These denote services provided by Carn Brea Parish Council.*

## Why would I want to be a Councillor?

People want to be a Councillor for many reasons:

- To speak on behalf of the local community and help local people
- To contribute professional skills to their community
- To shape the future of their local community

Councillors play a vital role in shaping and directing the effectiveness of local services for the benefit of local people. They work with public, private and charitable bodies to improve their community.

The role of a Councillor can be varied at the best of times. Your Council is the voice and champion of the Parish. Being a local Councillor can be exciting, intimidating, interesting and even frustrating at times. Above all it is a chance to make a real difference in the place where you live.

## If you are a Councillor, you will:

- represent everyone in your area
- be a community leader, bringing together partner organisations
- help sort out problems for the people you represent
- work with community groups, the police and others to get things done
- hold the Council and other public organisations to account for their performance and the decisions they make
- help agree the budget for the Council and the level of tax
- help decide which services the Council will provide
- be honest, open and abide by accepted standards of public life
- work with the Council Officers to help resolve issues in your Ward and receive their support to do your job
- explain and justify Council decisions and policies
- be a public figure and have your contact details published as a point of contact

## Could you do it?

It is important that the Council represents a cross section of all the walks of life of our community and that Councillors have different levels of education, knowledge and experience. Using your own skills and experience will help your council make a real difference to your council and your community.

## Does it sound like you?

- involved in community life
- confident
- keen to help people and prepared to listen
- determined
- flexible
- practical
- well organised
- keen to see community initiatives succeed
- good at communicating and working with people

## How much time will it take?

Every Councillor approaches their role differently, but it does require a significant commitment. You will have agreed to attend every meeting that you are nominated to. On average the Council meets once per month and runs a number of committees in support of its work. There will also be other informal meetings including Cornwall Council network meetings and other community organisations. You may also be appointed as a Council representative to an outside body attending those meetings and reporting back to Council.

## Do I get paid?

The Council will meet the cost of your approved training, travel and subsistence allowances for attending outside meetings. You may also claim expenses to cover mileage to cover authorised travel on behalf of the council.

## What training will I receive?

You will be required to undertake Code of Conduct training. In addition, the Council has made it a requirement that Councillors undertake specific training for certain roles.

If you are Chairman or Vice Chairman of the Council or committees you are required to attend Chairmanship training.

As a Councillor you will be supported by the Clerk and Administrative team who will also support you in your role and will arrange any training identified to support you in your work.

### ***Planning Committee***

You will be required to attend training when made available by Cornwall Council.

### **Health & Safety and Finance Committee**

You will be required to undertake training relating to Accounts & Audit, VAT, Internal Controls, Finance for Councillors and budgeting.

### **Staffing Committee**

You will be required to undertake training on relevant employment law.

## Co-option:

The co-option of a Parish Councillor occurs in two instances, when an ordinary vacancy has arisen or when a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

**Ordinary vacancy:** An ordinary vacancy occurs when there are insufficient candidates to fill all seats on the Parish Council at the ordinary elections held every four years.

**Casual vacancy:** A casual vacancy occurs when, a Councillor fails to make his declaration of acceptance at the proper time; a councillor resigns; a councillor dies, a councillor becomes disqualified or if a councillor fails for six months to attend meetings of a council committee or sub-committee or to attend as a representative of the council a meeting of an outside body.

## Applications:

To ensure that a fair and transparent process is undertaken candidates will be required to submit information about themselves by way of completing a short application form (appendix b) and confirming their eligibility for the position. Applications will be considered at the next available Full Council meeting.

Copies of the eligible candidates applications will be distributed to Councillors ahead of the meeting but any personal information for example address & phone numbers will be redacted. Applications are treated as strictly private and confidential. A copy of the Co-option private notices is attached.

## Eligibility:

In order to be eligible for co-option as a Carn Brea Parish Councillor you must be a British subject, or citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally, able to meet one of the following qualifications set out below.

- a) They are registered as a local government elector for the Parish; or
- b) They have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the Parish or;
- c) Their principal or only place of work during those twelve months has been in the Parish  
OR
- d) They have during the whole twelve months resided in the Parish or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:

- a) Hold any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Are a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years, before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offences and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of representation of the People Act 1983 for corrupt illegal practices.

This disqualification for bankruptcy ceases in the following circumstances: -

- I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that their debts have been fully discharged;
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;
- III. If that person is discharged without such a certificate

In I and II above, the disqualification ceases on the date of the annulment and discharge respectively. In III., it ceases on the expiry of five years from the date of discharge.

## Full Council meeting:

Candidates are welcome to attend the meeting at which applications will be considered and will have the opportunity to introduce themselves and provide any information they wish to for example their background and experience, explaining why they wish to become a member of the Parish Council. This will be carried out in the public session.

Where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Parish Council should resolve to exclude the members of the press and public. After due consideration, the Chairman will reconvene the meeting, opening it up to the public and press in order for a vote to be taken.

Where more than two persons have been nominated a vote will be taken by a written ballot (Standing Order 9b).

Where the number of candidates for co-option is less than or equal to the number of vacancies the candidate shall be appointed to the Council if they meet the criteria (s.79 of the 1972 Local Government Act) and they are not disqualified under s.80).

After the vote has been concluded the Chairman declares that the successful candidate is duly elected. The candidate is then declared co-opted to the Council.

## Before you can participate in Council business:

Before the successful candidate can participate in Council business they must sign the Declaration of Acceptance Of Office. Therefore, they should arrange to attend the office at their earliest convenience to sign the declaration, receive a new Councillor pack and complete all relevant forms which includes a Register of Interest.

The Clerk will advise the Monitoring Officer of Cornwall Council of the names of anyone co- opted to the Council.

## **CARN BREA PARISH COUNCIL CONTACT DETAILS:-**

**Telephone:** 01209 313014

**Website:** [www.carnbreaparishcouncil.gov.uk](http://www.carnbreaparishcouncil.gov.uk)

**Email:** [enquiries@carnbreaparishcouncil.gov.uk](mailto:enquiries@carnbreaparishcouncil.gov.uk)  
[clerk@carnbreaparishcouncil.gov.uk](mailto:clerk@carnbreaparishcouncil.gov.uk)



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## **CARN BREA PARISH COUNCIL**

### **Councillor Co-option Procedure Privacy Notice**

Carn Brea Parish Council is the Data Controller and will only use your personal information for purposes relating to your co-option application.

#### **Information Held About you**

As part of you wishing to be considered for co-option on to Carn Brea Parish Council it is necessary for us to collect and hold personal information about you. This information will include:-

- Your name, address, telephone number and other contact information that allows us to meet our organisational and statutory obligations;
- Your photograph;
- Your political affiliation;
- A short personal statement.

#### **Who is processing my data?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Carn Brea Parish Council.

#### **How will we use the Information we hold about you?**

We will collect information about you:-

- To comply with our legal obligations;
- To ensure that the information we hold about you is kept up to date;
- To inform residents of their elected representatives;
- Civic and other duties;
- To provide Member support.

#### **What is the legal basis for us to process your data?**

The legal basis for processing the data is necessary for compliance with a legal obligation.



## **Who we will share your information with**

We may share your information with partner organisations, including:-

- Council Members;
- Local residents;
- Our employees, agents, professional advisors and other local authorities;
- Other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

## **How Long do we Keep your Records**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after stepping down from the Council except that which is required for public record, which will be held indefinitely. All information will be held securely and destroyed under confidential conditions.

If you are not co-opted on to the Council the information outlined in this privacy notice will be kept for six months from the date of the meeting the Council considers filling the vacancy by co-option.

## **Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Parish Clerk, Carn Brea Parish Council, Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

## **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

## **Further information**

If you have any questions or concerns about how your information is used, please contact <address> in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>



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## **Carn Brea Parish Council**

### **Co-option Eligibility Form**

1. In order to be eligible for co-option as a Carn Brea Parish Councillor you must be a British subject, or citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally, able to meet one of the following qualifications set out below.
  - a. I am registered as a local government elector for the Parish; or
  - b. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the Parish or;
  - c. My principal or only place of work during those twelve months has been in the Parish  
OR
  - d. I have during the whole twelve months resided in the Parish or within 3 miles of it.

**Please circle which of the above applied to you.**

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillors or being a member of a Local Council if he/she:
  - a. Holds any paid office or employment of the local Council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
  - b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
  - c. Has within five years, before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offences and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
  - d. Is otherwise disqualified under Part III of representation of the People Act 1983 for corrupt illegal practices.

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In I and II above, the disqualification ceases on the date of the annulment and discharge respectively. In III., it ceases on the expiry of five years from the date of discharge.

<b>Personal Details:</b>		
Name:		
Address:		
Telephone Number:		
Email Address:		
Are you over 18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please detail any experience you have that may be relevant to Carn Brea Parish Council. (If necessary, please continue on a separate sheet of paper).		
Is there any other information you would like to disclose regarding your application? (if necessary, please continue on a separate sheet of paper).		
<b>Declaration:</b>		
<b>I confirm that the information given on this form is a true and accurate record and that I am not disqualified from office as per the conditions set out in 2 above.</b>		
Signed:		
Name:		
Date:		

Please return this completed form to: -

**Mr Andrew Moyle-Browning, Carn Brea Parish Council, Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB**

**Tel.no: 01209 313014      Email: [clerk@carnbreaparishcouncil.gov.uk](mailto:clerk@carnbreaparishcouncil.gov.uk)**

**No later than 9 am on 13<sup>th</sup> September 2024**