



**Carn Brea Parish Council**

— Consel Plu Carn Bre —



# 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, Andrew-Moyle Browning.

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, Pencoys and part of Brea.

The Council owns approximately 22 acres of land including Wheal Fortune Park, 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 9 am to 12 noon. The Hall is available for hire and bookings can be made via the Council Office.

## Council Meetings

The Parish Council conducts its business through a committee system. All meetings start at 7 pm 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.

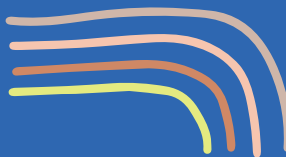
The Planning Committee meets monthly on the last Thursday of the month, except in December which again may be held earlier due to the Christmas break.

Other Committees meet less frequently and these meetings are generally held on Thursday at 7pm. The public are invited to attend these meetings.

Meetings do not take place during August, with the exception of the Planning Committee.

## Council Team Structure

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



So what do  
Councillors do?


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

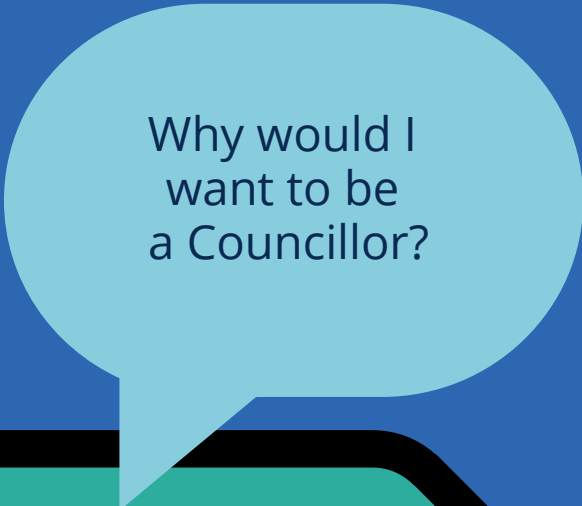

What can my  
local council do?

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

- Allotments
- Halls
- Open Spaces
- Traffic Calming
- Playing fields
- Special Projects
- County consultation
- Consultation on Planning
- Government consultation
- Forming local policy

These are just some of the areas where your Parish Council can act to improve the area.





Why would I  
want to be  
a Councillor?

People want to be a Councillor for many reasons, you may wish to speak on behalf of the local community or contribute your professional skills to help shape the future of your Parish.

The role of a Councillor can be varied, highly fulfilling, exciting, challenging, interesting and even frustrating at times. You will play a vital role in shaping and directing the effectiveness of local services for the benefit of local people and above all it is a chance to make a real difference in the place where you live by bringing your energy, passion, knowledge and hard-working attitude.

You don't need any experience or special qualifications to be a Councillor, and you will be supported in your role to help you gain new skills, experience, knowledge and confidence.

Seeing your community change for the better, as a result of decisions you have helped to make, is something that can give you a sense of achievement.

Your Council is the voice and champion of the Parish.



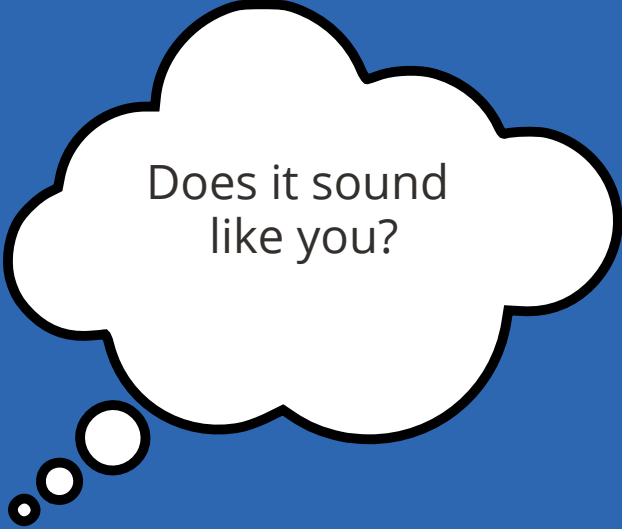
## As a Councillor, you will:

- Represent everyone in your Ward / area.
- Help resolve issues in your Ward and sort out problems for the people you represent.
- Hold the Council 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 Parish Office who are there to support you in your role.
- 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 everyone in our community and that Councillors have different levels of education, knowledge and experience. Using your own skills and experience will help the Council make a real difference to the community and the services the Council provides.

- 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.



Does it sound like you?



How much time will it take?

Every Councillor approaches their role differently, but it does require a significant commitment.

The Parish Council usually meets once a month for the Full Council meeting and the meeting is approximately two hours.

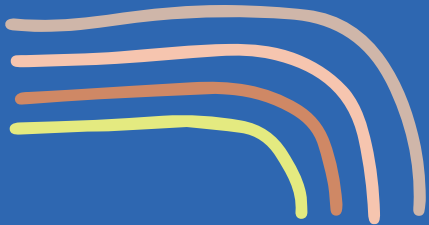
You are expected to attend meetings of the Full Council as a minimum, however you will be invited to all committee and working party meetings should you wish to attend. Membership of these committees are elected annually.

You may also wish to attend other scheduled meetings.

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.



Do I get paid?



What training  
will I receive?

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

If you are elected Chairman or Vice Chairman of the Council or of a Committee, 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:**


All members of the Planning Committee will be required to undertake Planning training when made available.

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

You will be required to undertake training relating to Financial matters such as the budgeting process and internal control measures.

### **Staffing Committee**

You will be required to undertake relevant training relating to Employment Law and procedures such as how to deal with performance management and dealing with disciplinary and grievance matters.



## Process

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 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 and phone number will be redacted. Applications are treated as strictly private and confidential!



## Process

### **Full Council Meeting:**

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

When discussing the merits of candidates, which may include their personal attributes, this could be prejudicial and therefore the Council may consider excluding the members of the press and public during discussion. 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 a successful candidate can participate in Council business they must sign the Declaration of Acceptance Of Office. All new Councillors should arrange to attend the Parish Office at their earliest convenience to sign the declaration, receive their New Councillor induction 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.



## Eligibility



Details on the criteria for eligibility to become a Councillor and why you may be disqualified can be found within the Co-option Eligibility Form on page 11 of this document.

## Deadline for Applications

A copy of the application form can be requested by contacting the Clerk.

Completed application should be sent via email or in writing to the Parish Council at the contact details below:

**Email:**

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

**Post/Hand Deliver:**

Parish Clerk, Carn Brea Parish Council,  
Treloweth Community Hall, Pool, Redruth Cornwall,  
TR15 3QB

**For more details or queries you can telephone  
01209 313014**