

<b>Lyndhurst Parish Council Sept/Oct 2020 payments approved November 2020</b>			
<b>Includes on line payments via bank and cheques</b>			
<b>Accounts due for payment</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
<b>Catts Tree Care</b>			
Tree works	£ 600.00	£ 120.00	£ 720.00
<b>ITEC</b>			
Photocopier costs	£ 47.75	£ 9.55	£ 57.30
<b>TLC Online</b>			
VE day leaflets	£ 99.00		£ 99.00
<b>M C Whelan</b>			
Office clean 19.8 & 2.9.2020	£ 60.00		£ 60.00
<b>Dutton Gregory Solicitors</b>			
Legal charges for football ground lease	£ 1,300.00	£ 260.00	£ 1,560.00
<b>ITEC</b>			
Photocopier costs	£ 17.85	£ 3.57	£ 21.42
<b>Mint Gardens</b>			
August garden maintenance	£ 1,970.00	£ 394.00	£ 2,364.00
<b>Lyndhurst Community Centre</b>			
Room hire	£ 75.00		£ 75.00
<b>Payroll management costs</b>			
Mary Corbett	£ 40.00		£ 40.00
<b>M C Whelan</b>			
Office clean 16.9	£ 30.00		£ 30.00
<b>Viking</b>			
Office stationery	£ 79.79	£ 12.57	£ 92.36
<b>Mint Gardens</b>			
September ground maintenance	£ 2,113.00	£ 422.60	£ 2,535.60
<b>Forestry England</b>			
Allotment permissions	£ 550.00	£ -	£ 550.00
<b>M C Whelan</b>			
Office clean 30.9.2020	£ 30.00	£ -	£ 30.00
<b>Tarrant Garden Services</b>			
Conifer removal	£ 300.00	£ -	£ 300.00
<b>TLC Online</b>			
Survey sheets and parish calendar	£ 1,795.32	£ -	£ 1,795.32
<b>C Gibbs</b>			
Reimbursement for parking clock expenses	£ 35.00	£ -	£ 35.00
<b>Payroll for September</b>			
M Weston	£ 2,079.20	£ -	£ 2,079.20
C Gibbs	£ 372.40	£ -	£ 372.40
<b>HMRC</b>			
2nd qtr employer costs	£ 2,104.68	£ -	£ 2,104.68
<b>HCC</b>			
New signs	£ 766.00	£ 153.20	£ 919.20
<b>Viking</b>			
Office stationery	£ 96.41	£ 19.28	£ 115.69
<b>Forestry England</b>			
Coles Mead rent	£ 325.00		£ 325.00
<b>K Bunney</b>			
Photographic winner for Calendar	£ 100.00		£ 100.00
<b>RTS Fencing</b>			
Cemetery gate repairs	£ 290.00	£ 58.00	£ 348.00
<b>Viking</b>			
Office stationery	£ 69.85	£ 13.97	£ 83.82
<b>Payroll management costs</b>			
M Corbett March payroll - to replace lost cheque	£ 32.50	£ -	£ 32.50
<b>P Trend</b>			
VE day commemoration	£ 181.50	£ -	£ 181.50
<b>October Payroll</b>			
M Weston	£ 1,736.68	£ -	£ 1,736.68
C Gibbs (includes 4.5 hrs o/t)	£ 388.98	£ -	£ 388.98
<b>TOTALS</b>	<b>£ 17,685.91</b>	<b>£ 1,466.74</b>	<b>£ 19,152.65</b>

Signature Chair of Parish Council	
Date	

LYNDHURST PARISH COUNCIL

<b>Bank Reconciliation - 01.09.2020 - 30.09.2020</b>	
<b>Opening Balance - 01.09.2020</b>	£ 136,378.38
New Income	£ 54,230.00
Sub-total	£ 190,608.38
Payments made	£ 7,402.75
Total	£ 183,205.63
<b>Balance at 31.09.2020</b>	<b>£ 183,205.63</b>

Signed \_\_\_\_\_

Date \_\_\_\_\_

LYNDHURST PARISH COUNCIL

<b>Bank Reconciliation - 01.10.2020 - 31.10.2020</b>	
<b>Opening Balance - 01.10.2020</b>	£ 183,205.63
New Income	£ 4,645.19
Sub-total	£ 187,850.82
Payments made	£ 16,236.45
Total	£ 171,614.37
<b>Balance at 31.10.2020</b>	<b>£ 171,614.37</b>

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Lyndhurst Parish Council Monthly Budget Report - October 2020/21

BUDGET TO MONTH 7 % =58.33%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 58.33	Budget vs. forecast
<b>INCOME</b>							
A0 - Reserves carried over	118,434.75	118,434.75	-	118,434.75	118,434.75	100.00 %	
A1 - HMRC VAT refund	-	-	-	8,000.00	18,000.00	0.00 %	Based on 19-20 will claim October & March & 1 x large project
A2 - Precept	100,000.00	100,000.00	-	100,000.00	100,000.00	100.00 %	April and October
A3 - HCC Lengthsman scheme	1,100.00	1,100.00	-	1,000.00	1,100.00	100.00 %	matched funding
A4 - Burials & grave purchases	17,574.10	13,416.67	(4,157.43)	23,000.00	23,000.00	76.41 %	Estimate
A5 - Allotment rents	2,689.50	3,890.00	1,200.50	2,500.00	3,890.00	69.14 %	Updated prices - due October - payments outstanding
A6 - Admin income	1,215.00	1,166.00	(49.00)	4,300.00	27,000.00	4.50 %	Calendar sales; £25K grant from INEOS for office modifications; remove picnic on pitch grant
<b>Total INCOME</b>	<b>241,013.35</b>	<b>238,007.42</b>	<b>(3,005.93)</b>	<b>257,234.75</b>	<b>291,424.75</b>	<b>82.70 %</b>	£34K increase - £25K grant for capital project + VAT reclaim + increase in allotment rent less picnic on pitch income
<b>EXPENDITURE</b>							
<b>B Admin Costs</b>							
B1 - HALC - Fee/NALC Levy	746.14	750.00	3.86	750.00	750.00	99.49 %	Due May 2020 annual payment
B2- LCDA room hire, adverts, etc	141.00	350.00	209.00	1,600.00	600.00	23.50 %	Lockdown - no bookings
B3 - Lengthsman	160.00	583.33	423.33	2,000.00	1,000.00	16.00 %	£1K funded by HCC grant
B4 - Payroll costs	14,478.96	14,583.33	104.37	25,000.00	25,000.00	57.92 %	Up to date
B5 - Grant allocations	-	-	-	2,500.00	27,500.00	0.00 %	donations for local causes; office modifications £25K
B6 - Office costs	14,677.43	15,333.00	655.57	18,595.00	19,500.00	75.27 %	costs of running the office - additional cleaning costs
B7 - Misc/Expenses/HMRC/Audit	8,979.80	9,333.33	353.53	16,600.00	16,000.00	56.12 %	HMRC payment due October; audit charges due Spring 21
<b>Total Admin Expenditure</b>	<b>39,183.33</b>	<b>40,933.00</b>	<b>1,749.67</b>	<b>67,045.00</b>	<b>90,350.00</b>	<b>43.37 %</b>	office costs (1K), one off grant (£25K), savings on lengthsman, Misc & room hire (£3K) - £23K
<b>C Cemetery Costs</b>							
C1 - Electricity	1,018.65	845.83	(172.82)	750.00	1,450.00	70.25 %	Electricity - high due to actual reading
C2 - Grounds maintenance	10,326.00	11,083.33	757.33	21,000.00	19,000.00	54.35 %	Mint Gardens Limited includes increase to £20 ph - slightly lower than prior year
C3 - NFDC rates	1,541.24	1,540.00	(1.24)	2,125.00	2,640.00	58.38 %	includes 3% increase - actual rates now received- revised forecast
C4 - Miscellaneous	640.00	408.00	(232.00)	2,000.00	15,000.00	4.27 %	Flowers, chapel painting, lychgate, benches (£5.5K); glass window £4K; toilet £5K, cemetery gate repairs £500
<b>Total Cemetery Expenditure</b>	<b>13,525.89</b>	<b>13,877.17</b>	<b>351.28</b>	<b>25,875.00</b>	<b>38,090.00</b>	<b>35.51 %</b>	£700 inc electricity, £2K savings grnds maint, £500 inc, rates, £13K inc. capital projects - Overall £12K increase

BUDGET TO MONTH 7 % =58.33%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 58.33	Budget vs. forecast

Draft annual budget 2021-22 - Lyndhurst Parish Council		
BUDGET	FULL YEAR	Notes
Details	Draft Budget	Budget vs. forecast
<b>INCOME</b>		
A0 - Reserves carried over	64,000.00	<i>Estimate based on 2020-21 reporting at October 2020</i>
A1 - HMRC VAT refund	8,000.00	<i>Estimate</i>
A2 - Precept	100,000.00	<i>No increase on previous year</i>
A3 - HCC Lengthsman scheme	1,100.00	<i>matched funding</i>
A4 - Burials & grave purchases	25,000.00	<i>Estimate</i>
A5 - Allotment rents	4,000.00	<i>Based on 20-21 income</i>
A6 - Admin income	2,500.00	<i>Calendar sales; misc. income</i>
<b>Total INCOME</b>	<b>204,600.00</b>	
<b>EXPENDITURE</b>		
<b>B Admin Costs</b>		
B1 - HALC - Fee/NALC Levy	800.00	<i>Increase from 2020-21</i>
B2- LCDA room hire, adverts, etc	1,600.00	<i>Estimate</i>
B3 - Lengthsman	2,000.00	<i>£1K funded by HCC grant</i>
B4 - Payroll costs	25,500.00	<i>Based on 20-21 plus 2%</i>
B5 - Grant allocations	2,500.00	<i>donation for local causes</i>
B6 - Office costs	15,000.00	<i>Estimate pending move to Community Centre</i>
B7 - Misc/Expenses/HMRC/Audit	11,000.00	<i>HMRC payments £8K, expenses £1K, audit £1K, misc £1K</i>
<b>Total Admin Expenditure</b>	<b>58,400.00</b>	
<b>C Cemetery Costs</b>		
C1 - Electricity	1,000.00	<i>Estimate based on 20-21</i>
C2 - Grounds maintenance	20,000.00	<i>Mint Gardens Limited - no increase on hourly rate plus other one off payments to contractors</i>
C3 - NFDC rates	2,700.00	<i>Based on 20-21 plus 2%</i>
C4 - Miscellaneous	4,000.00	<i>General maintenance &amp; remembrance day (£500)</i>
<b>Total Cemetery Expenditure</b>	<b>27,700.00</b>	

BUDGET TO MONTH 3 % = 25	FULL YEAR	Notes
Details	Approved Budget	Budget vs. forecast
<b>EXPENDITURE</b>		
<b>D Allotment Costs</b>		
D1 - Utilities	800.00	<i>water costs</i>
D2- Grounds maintenance	3,700.00	<i>Mint Gardens including lengthsman -</i>
D3 - Miscellaneous	1,000.00	<i>ie Ground rent, general maint</i>
<b>Total Allotments Expenditure</b>	<b>5,500.00</b>	

<b>E Recreation Costs</b>		
E1 - Forestry Commission rent	700.00	
E2- Grounds maintenance	4,000.00	
E3 - Miscellaneous	350.00	<i>annual inspections</i>
E4 - Playground	26,000.00	<i>General maintenance &amp; phase 2 upgrade of Coles Mead</i>
E5 - Football ground	1,500.00	<i>General maintenance of facilities</i>
<b>Total Recreation Expenditure</b>	<b>32,550.00</b>	
<b>F Amenities Costs</b>		
F1 - Grounds maintenance	9,500.00	<i>Includes £6.5K ringfenced from developers contribution</i>
F2- Village Walks	200.00	
F3 - NFDC dog bins	620.00	
F4 - Miscellaneous	2,000.00	<i>Estimate - includes £1K for bus shelter</i>
<b>Total Amenities Expenditure</b>	<b>12,320.00</b>	
G - VAT to be reclaimed	8,000.00	
<b>Total VAT</b>	<b>8,000.00</b>	
<b>Total EXPENDITURE</b>	<b>144,470.00</b>	
<b>Surplus balance</b>	<b>60,130.00</b>	

<b>EXPENDITURE</b>							
<b>D Allotment Costs</b>							
D1 - Utilities	512.45	466.67	(45.78)	520.00	800.00	64.06 %	water costs
D2- Grounds maintenance	2,015.00	2,158.33	143.33	3,200.00	3,700.00	54.46 %	Mint Gardens including lengthsman - additional cost incurred clearing area
D3 - Miscellaneous	681.33	583.33	(98.00)	550.00	1,000.00	68.13 %	ie Ground rent,
<b>Total Allotments Expenditure</b>	<b>3,208.78</b>	<b>3,208.33</b>	<b>(0.45)</b>	<b>4,270.00</b>	<b>5,500.00</b>	<b>58.34 %</b>	<b>£1300 increase due to water charges, plot clearance &amp; plumbing repairs</b>
<b>E Recreation Costs</b>							
E1 - Forestry Commission rent	650.00	650.00	-	650.00	650.00	100.00 %	due April 2020
E2- Grounds maintenance	2,540.00	3,500.00	960.00	7,000.00	6,000.00	42.33 %	
E3 - Miscellaneous	-	204.17	204.17	350.00	350.00	0.00 %	annual inspections
E4 - Playground	-	-	-	27,000.00	52,000.00	0.00 %	One off payment for Coles Mead playground - take from reserves
E5 - Football ground	1,300.00	1,300.00	-	6,000.00	6,000.00	21.67 %	Legal costs and fencing
<b>Total Recreation Expenditure</b>	<b>4,490.00</b>	<b>5,654.17</b>	<b>1,164.17</b>	<b>41,000.00</b>	<b>65,000.00</b>	<b>6.91 %</b>	<b>£1K saving on grnds maint, £25K extra for Coles Mead capital project,</b>
<b>F Amenities Costs</b>							
F1 - Grounds maintenance	1,295.00	1,750.00	455.00	3,520.00	3,000.00	43.17 %	Mint Gardens Limited includes increase to £20 ph
F2- Village Walks	-	116.67	116.67	200.00	200.00	0.00 %	
F3 - NFDC dog bins	313.14	361.67	48.53	620.00	620.00	50.51 %	
F4 - Miscellaneous	3,186.00	3,791.67	605.67	500.00	6,500.00	49.02 %	Increase forecast for tree works; footpath at Emery Down; £500 wildflower meadows
<b>Total Amenities Expenditure</b>	<b>4,794.14</b>	<b>6,020.00</b>	<b>1,225.86</b>	<b>4,840.00</b>	<b>10,320.00</b>	<b>46.45 %</b>	<b>Extra £5.5K for tree works, footpath &amp; wildflower meadow</b>
G - VAT to be reclaimed	4,311.84			-	18,000.00		
<b>Total VAT</b>	<b>4,311.84</b>				<b>18,000.00</b>		<b>based on one large project tbc</b>
<b>Total EXPENDITURE</b>	<b>69,513.98</b>	<b>69,692.67</b>	<b>178.69</b>	<b>143,030.00</b>	<b>227,260.00</b>	<b>30.59 %</b>	
<b>Surplus balance</b>				<b>114,204.75</b>	<b>64,164.75</b>		

## COMMUNITY RESILIENCE FORUM

NOTES ON MEETING HELD ON WEDNESDAY 17 SEPTEMBER 2020

IN LYNDHURST COMMUNITY CENTRE

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### (1) Introductions

Chris opened the meeting by thanking everyone for attending and he also thanked everyone who had helped around the village during lockdown.

Fiona Green	Lyndhurst Parish Council	Lyndhurst Food Bank
	Lyndhurst & Emery Down Community Hub	
Lou Judd	Lyndhurst & Emery Down Community Hub	
Lisa Kaljura	Lyndhurst Food Bank	
Marie Kirk	Lyndhurst & Emery Down Community Hub	
Jo Rollé	Lyndhurst Welfare Charity	Lyndhurst Food Bank
Suttichai Se-Upara	Lyndhurst & Emery Down Community Hub	Lyndhurst Parish Council
Margaret Weston	Lyndhurst Parish Council	
Mike Weston	Lyndhurst Community Centre	
Chris Willsher	Lyndhurst Parish Council	Lyndhurst Community Centre
Simon Young	Lyndhurst & Emery Down Community Hub	

### (2) What went well?

Jo explained that she, Fiona and Lisa had, at the onset of lockdown, set up and run the Food Bank on behalf of Lyndhurst Welfare Charity. The Charity had provided finance to purchase food items. They had established there was a real need, had helped 60 families and given in excess of 170 food boxes so far. They had initially been based at the Community Centre, followed by the Vernon Theatre but when these venues were once again required they were now in the coach house at Foxlease. They cater for people's individual needs and keep a record of parcel contents. The Welfare Charity have insurance and a risk assessment in place. The Co-Op have been very helpful with donations and as a collection point.

The Community Hub had organised patches with a leader and volunteers for each patch to assist residents as required. Some reorganisation would be necessary to even things out if the system had to be utilised again as requests in the centre of Lyndhurst had been difficult to fulfil. However it was considered that a useful purpose had been served, particularly with regard to prescriptions.

### (3) What Challenges is each group facing now? In the future?

Jo said the Food Bank needed to know about people who were in need, especially when there were families who were too proud to ask for help. They were still providing an average of 10 food parcels each week.

The Parish Council/Community Centre could print the poster and provide advertising in What's On.

The Community Hub were now on standby mode but were ready to come back into action at any time. There was a need to ensure that prescriptions could be fulfilled more speedily as this was a real area of concern last time but it was now felt that there was a system in place. A Risk Assessment would be needed and LPC could assist with this.

### (4) How do we communicate with each other and residents effectively?

Poster



## COMMUNITY RESILIENCE FORUM

NOTES ON MEETING HELD ON WEDNESDAY 14 OCTOBER 2020

IN LYNDHURST COMMUNITY CENTRE

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(1) **Present:**

Fiona Green, Lisa Kaljura, Jo Rollé, Margaret Weston, Mike Weston, Chris Willsher and Simon Young

(2) **Minutes of September meeting**

Approved.

(3) **Fridge Magnet**

It was noted that Chris had made various enquiries regarding the cost of a postcard sized fridge magnet giving contact details for all the organisations and it had proved too expensive. Lisa outlined a proposal from the Food Bank that cards are printed and small magnets purchased to stick on the back which could be attached to fridges. Jo said she had funding for this project.

**Agreed:** To take this idea forward with organisation by the Food Bank and insertion into the calendar envelope.

(4) **Calendar Packing and Distribution**

Margaret reported that the calendar would be arriving this week and all leaflets had now arrived at the Community Centre for distribution with the calendar.

**Agreed:**

- (a) That collation into the envelopes commence on Tuesday 20 October in the Community Centre with a further opportunity, if necessary, on Friday 23 October.
- (b) That Margaret provide a road/area distribution list for Simon who would collate a spreadsheet for distribution to volunteers.

(5) **Community Bus Idea**

The idea was that people could use the bus to travel to shops, banks, libraries, etc in nearby towns and villages and would be picked up from their homes.

Margaret had made enquiries about hiring a bus from Community First New Forest but, partly due to the Covid-19 restrictions on the number of passengers that could be accommodated this would not be feasible at the present time.

(6) **AOB**

Fiona, Jo and Lisa outlined an idea from the Food Bank to supply Christmas “goody bags” to our more vulnerable residents. Local businesses and organisations in the community could be provided with a list of items required so that they could contribute.

**Agreed:**

That a list be organised by the Food Bank for report back to the Forum.

**Date of Next Meeting:**

Wednesday, 11 November 2020 in Lyndhurst Community Centre commencing at 6.30 pm.

Leaflet

Fridge Magnet with contact information – Chris to explore

**(5) What can the Parish Council do to help?**

Provide photocopying facilities.

Provide distribution of advertisement material with the 2021 Calendar.

**Host another meeting – Wednesday 14 October 2020 at 6.30 pm**

**(6) AOB**

Lisa said that Neighbourcare had temporarily ceased and people needed help with transport for medical appointments.

Ways needed to be thought up to deal with social isolation especially during the winter months.

Community Centre Trustees to be asked about having meetings with only six people in the room.

Jo suggested a Christmas box for the elderly.

Letter to every household asking what they would like in the way of help.

In the event of another lockdown a letter could be sent from all organisations offering assistance.

Possibility of a community bus.

Consider asking Steve Timms (New Forest Rotary Club) to attend meeting.

Name for Group meetings – Community Resilience Forum.

# LYNDHURST PARISH COUNCIL

## Co-option of Parish Councillors (casual vacancy)

### 1 Introduction

- 1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Lyndhurst Parish Council. The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

### 2 Co-Option

- 2.1 The co-option of a parish councillor occurs in two instances:
- When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years;
  - When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

### 3 Ordinary Vacancy

- 3.1 An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as “ordinary vacancies”. Provided there are enough parish councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies. In some cases, New Forest District Council may intervene and make an appointment or order an election to fill the vacancies.

### 4 Casual Vacancy

- 4.1 A casual vacancy occurs when:
- A councillor fails to make his declaration of acceptance of office at the proper time;
  - A councillor resigns;
  - A councillor dies;
  - A councillor becomes disqualified; or
  - A councillor fails for six (6) 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.
- 4.2 The Parish Council has to notify the District Council of a casual vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten (10) electors write to the District Council stating that an election is requested.
- 4.3 If a by-election is called, a polling station will be set up by New Forest District Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Council will pay the costs of the election. Residents have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of New Forest District Council will advise the Clerk of the closing date.
- 4.4 If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.
- 4.5 If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer.

### 5 Confirmation Of Co-Option

- 5.1 On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option. The Clerk will:
- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council notice boards and website
  - Advise New Forest District Council that the co-option policy has been instigated
- 5.2 This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient parish councillors elected to constitute a quorum.

## **6 Applications**

- 6.1 Candidates will be requested to:
- Attend at least one Parish Council meeting as observers;
  - Confirm their eligibility for the position of parish councillor within the statutory rules, (Appendix B);
  - Submit information about themselves, by way of completing a short application form (Appendix C).
- 6.2 Following receipt of applications, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.
- 6.3 Copies of the eligible candidates' applications will be circulated to all parish councillors by the Clerk at least 3 clear days prior to the meeting of the full Parish Council, when the co-option will be considered.
- 6.4 All such documents will be treated by the Clerk and all parish councillors as strictly private and confidential.

## **7 Eligibility Of Candidates**

- 7.1 The Parish Council is able to consider any person to fill a vacancy provided that:
- s/he is 18 or over; and
  - s/he is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;
- and at least one of the following apply:
- s/he is an elector for the Parish and continues to be an elector; or
  - has resided in the Parish for the past twelve months or rented/tenanted land in the Parish; or
  - has had his/her principal or only place of work in the Parish for the past twelve months; or
  - has lived within three miles of the Parish for the past twelve months.
- 7.2 There are certain disqualifications for being a parish councillor (see Sch. 80 of the Local Government Act 1972) of which the main are :
- holding a paid office or employment under the Parish Council;
  - bankruptcy;
  - having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
  - being disqualified under any enactment relating to corrupt or illegal electoral practices.

## **8 At The Co-Option Meeting**

- 8.1 At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the parish councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council.
- 8.2 The process will be carried out in the public session. There will be no private discussions between council members prior to a vote being taken.

- 8.3 As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance and a vote by secret ballot.
- 8.4 In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.
- 8.5 Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
- 8.6 If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office immediately thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office and undertaking to abide by the Parish Council's Code of Conduct and, upon signing, will take office either before or at the next meeting of the Parish Council.
- 8.7 The Clerk will notify New Forest District Council Electoral Services Office of the co-option of the new parish councillor.
- 8.8 A co-opted Parish Councillor will also complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk/Chairman will lodge with the Monitoring Officer at New Forest District Council within 28 days of the co-option.

## APPENDIX A

### Generic Person Specification:

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Relevant knowledge, Education, Professional Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Sound knowledge and understanding of local affairs and the local community.</li> <li>▪ Good knowledge of the Parish boundaries and Parish Council property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specific work experience /voluntary work experience /undertaken vocational or academic training / professional qualifications</li> </ul>
<b>Experience, Skills and Ability</b>	<ul style="list-style-type: none"> <li>▪ Solid interest in local matters</li> <li>▪ Ability and willingness to represent the Parish Council and its community</li> <li>▪ Ability to communicate clearly both verbally and in writing</li> <li>▪ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</li> <li>▪ Good reading, analytic and problem-solving skills</li> <li>▪ Ability and willingness to work with the Parish Council's partners (e.g. Parish Council sub groups, voluntary groups, other parish councils, principal authority, charities)</li> <li>▪ Ability and willingness to undertake relevant training as and when required</li> <li>▪ Ability to work under pressure and make sound judgement</li> <li>▪ Ability to research and report back on issues faced by the Parish Council</li> <li>▪ Good standard of computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous council/parish council experience</li> <li>▪ Basic knowledge of legal issues relating to town and parish councils or local authorities</li> <li>▪ Experience of financial control /budgeting</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>▪ Ability and willingness to attend all meetings of the Parish Council (including sub group meetings or the meetings of other local authorities and local bodies) in the evening and at weekends</li> <li>▪ Flexible working approach</li> <li>▪ Enthusiastic</li> </ul>	

### Specific Person Specification (November 2020):

In addition to the above criteria, the Parish Council would particularly welcome applications from people:

- who live in Emery Down, Bank, Gritnam or Allum Green
- who have practical skills and would be willing to adopt a "hands-on" approach

**APPENDIX B**  
**Co-option Eligibility Form**

<b>1 In order to be eligible for co-option as a Lyndhurst Parish Councillor you must satisfy certain criteria. You must satisfy a. and b. below and at least one of the options c. to f. Please tick which apply to you.</b>	
a) I am 18 years of age or over; and	<b>YES / NO</b>
b) I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and	<b>YES / NO</b>
c) I am registered as a local government elector for the parish; or	<b>YES / NO</b>
d) 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	<b>YES / NO</b>
e) My principal or only place of work during those twelve months has been in the parish; or	<b>YES / NO</b>
f) I have during the whole of those twelve months resided in the parish or within 3 miles of it	<b>YES / NO</b>

**2 Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:**

- a) Is employed by the parish council or holds paid office (other than chairman, vice-chairman or deputy chairman) under the parish council (including joint boards or committees);
- b) Is employed by an entity controlled by the parish council;
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

**Use of Personal Information**  
 The Parish Council will use the information provided on this form to assess your eligibility to be a parish councillor.

**Declaration & Consent**

I..... hereby confirm that I am eligible for the vacancy of Lyndhurst Parish Councillor and I am not disqualified under S80 of the Local Government Act 1972 from being a parish councillor and that the information given on this form is true and correct.

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this form.

Signature..... Name.....

Please return this eligibility form with application form.



**APPENDIX C**  
**Co-Option Application Form**

<b>Name:</b>
<b>Address:</b>
Telephone Number(s):
Email address:
Please detail any experience you may have that is relevant to Lyndhurst Parish Council (if necessary continue onto a separate sheet)
<b>Is there any other information you would like to disclose regarding your application? (if necessary, please continue on a separate sheet)</b>

**Use of Personal Information**  
The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.

**Declaration & Consent**

I..... have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct

Signature..... Name.....