

CALDICOT TOWN COUNCIL
Temporary Address: Caldicot Room Suite 3,
Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR
Tel: 01291 420441 Email: town council@caldicotcc.org.uk

Monday 8th July 2023

If you are interested in becoming a Caldicot Town Councillor, we would be very pleased to hear from you and if you are able to supply the following details to us then we would be very grateful.

- i) Full Name
- ii) Address
- iii) Date of Birth
- iv) Either a British National Insurance Number or evidence that you may stand for election as a Town Councillor
- v) Information about yourself to include:
 - About you personally
 - Details about local clubs and organisations you belong to and how you contribute through your membership
 - Why would you like to be a Councillor?
 - What have you to offer the Town Council and your special interests?

By law we need to ensure that only valid applicants apply to be a Town Councillor and your application will be checked against the Electoral Role. We ask that you enclose a copy of your Council Tax invoice with your application as proof of your address.

This is the first stage of the application process and a redacted version crossing out addresses and date of birth will be circulated before the meeting to Members, asking them to return the paperwork to myself after the meeting.

The existing members of the Council will vote on any applications using the proportional voting method, so long as there are three or more applicants for the one vacancy. If there is only one or two applicants for the one vacancy, then normal voting will take place. The Town Council must decide as to whether they consider any applicant suitable and would have to have a very good reason not to appoint a new Town Councillor from those who applied.

Please send your applications either marked Private and Confidential to Anne Wilson, Locum Town Clerk at the Town Council office address as above no later than 12 noon on Wednesday 24th July 2024. In applying to the Town Council you agree to your information and details being shared to meet the needs of the application to become a Town Councillor.

The co-option will take place during the Full Council meeting to be held on Wednesday 31st July 2024 upon the rise of the Planning Committee. More details will be sent out to all applicants nearer the time but please put the date in your diary as you will be invited to attend the meeting.

If you have any questions, please e mail the Locum Town Clerk at the e mail address above.

Anne Wilson

Locum Town Clerk