

Process for Making Temporary Appointments to Town and Parish Councils

(Approved at South Kesteven Council Meeting held on 26th July 2018)

This process enables South Kesteven District Council to make an Order to appoint persons to Town/Parish Councils in accordance with Section 91 of the Local Government Act 1972.

1. The Town/Parish Clerk advises the Monitoring Officer that the Council is unable to operate due to being inquorate.
2. The Monitoring Officer verifies the number of seats on the Town/Parish Council and that it is inquorate. The number of appointments required for it to become quorate is identified.
3. The Chief Executive will offer the temporary position of Town/Parish Councillor in the following order. Any Councillor may decline the appointment, in which case the offer of appointment will continue in order until a quorum has been achieved.
 - a) District Councillor(s) for the ward in which the Parish/Town is located;
 - b) County Councillor for the division in which the Parish/Town is located;
 - c) District Councillor(s) for adjacent wards to which the Parish/Town is located;
 - d) In consultation with Group Leaders, other Councillors will be considered and may include Town/Parish Councillors from adjacent Parishes.
4. All appointments must be made by Order under Section 91(1) of the Local Government Act 1972.
5. A report detailing the action taken will be submitted to the next full meeting of the District Council for information.
6. In the event that appointments cannot be made a report will be submitted to the next meeting of the District Council for Members to consider the way forward for the Parish/Town.
7. In accordance with Section 91(3) of the Local Government Act 1972 the Monitoring Officer will forward two copies of the Order to the Secretary of State. A copy will also be sent to the Clerk of the Town/Parish Council for information.
8. The Order is to stipulate the names of the appointed persons and the latest date their appointment will expire.