

## **TEMPORARY APPOINTMENTS TO TOWN OR PARISH COUNCILS PROCEDURE RULES**

### **1. Scope**

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

### **2. Procedure to Make Temporary Appointments to Town and Parish Councils**

- 2.1 The Town or Parish Clerk advises the Monitoring Officer that the Council is unable to operate due to being inquorate.
- 2.2 The Monitoring Officer verifies the number of seats on the Town or Parish Council and that it is inquorate. The number of appointments required for it to become quorate is then identified.
- 2.3 The Chief Executive will offer the temporary position of Town or Parish Councillor in the following order:
- (a) District Councillor(s) for the Electoral Ward in which the Town or Parish is located
  - (b) County Councillor for the Electoral Division in which the Town or Parish is located
  - (c) District Councillor(s) for adjacent Electoral Wards to which the Town or Parish is located
  - (d) In consultation with Group Leaders, other Councillors will be considered and may include Town or Parish Councillors from adjacent Parishes
- 2.4 Any Councillor may decline the appointment, in which case the offer of appointment will continue in order until a quorum has been achieved.
- 2.5 All appointments must be made by Order under Section 91(1) of the Local Government Act 1972.
- 2.6 A report detailing the action taken will be submitted to the next meeting of Full Council, for information.
- 2.7 In the event that appointments cannot be made a report will be submitted to the next meeting of Full Council for Councillors to consider the way forward for the Town or Parish Council.

- 2.8 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 or Parish Council for information.
- 2.9 The Order is to stipulate the names of the appointed persons and the latest date their appointment will expire.