

## **Procedure for making temporary appointments to Town and Parish Councils**

This procedure enables Somerset West and Taunton Council to make an Order to appoint persons to Town and Parish councils in accordance with *Section 91 of the Local Government Act 1972*.

1. The Clerk to a Town or Parish council notifies Somerset West and Taunton Council that their authority is unable to operate due to being inquorate.
2. The Governance Team verifies the number of seats on that council and that it is inquorate. They also identify the number of appointments required in order for the Town or Parish council to be quorate and informs the Chief Executive.
3. In accordance with *Section 39 of the Representation of the People Act 1983* on Void Elections the Chief Executive as Returning Officer shall order an election to fill any vacancy which remains unfilled on a day appointed by them. If this process is unsuccessful in filling the required number of vacancies the Chief Executive has the discretion to order another election or move to making Temporary appointments in the prescribed way below.
4. The process proposes that members are offered the temporary position of Town/Parish Councillor in the following order until sufficient Members have been elected or co-opted to achieve a quorum:
  - a) District Councillor(s) for the ward in which the Parish/Town is located;
  - b) District Councillor(s) for adjacent wards to which the Parish/Town is located;
  - c) County Councillor(s) for the division in 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.
5. Any Councillor may decline the appointment, in which case the offer of appointment to other Councillors will continue in the order listed above until a quorum has been achieved.
6. In accordance with section 91(3) of *the Local Government Act 1972* the Chief Executive will send two copies of the order to the Secretary of State. This will also be copied to the relevant town or parish Clerk.