Filling a Parish Council Vacancy

Member Services
Town Hall, Penrith CA11 7QF
(Tel 01768 212142)

A Guide and Checklist for Parish Council Clerks
When a Vacancy Occurs

At some point during the term of office of the Parish Council you will have a vacancy due to the retirement or death of a Parish Councillor. This leaflet aims to be a handy guide and checklist of what to do should that occur.

In the event of a vacancy the following steps should be followed:

- When a Councillor resigns get the resignation in writing
- Advise Eden District Council of the resignation/death of the Councillor concerned by email to elections@eden.gov.uk AND cttce.admin@eden.gov.uk
- Advertise the vacancy on all the notice boards within the Parish, using your own notice or one obtained from Eden District Council, for a period of 14 working days (ie not including weekends or bank holidays)

Election v Co-option

Any parishioner can request an election. The request **MUST** be received by Eden District Council and **MUST** be signed by 10 people.

If an election is requested Eden District Council **MUST** run the election. At least one nomination is required, obviously if only one nomination is received the person will be elected unopposed. If no nominations are received Eden District Council must keep running the election until a nomination is received. The cost for all elections falls to the Parish Council.

If there is no request for an election then the Parish Council can co-opt to the vacancy at the next meeting of the Council.

Once the vacancy has been filled the new Councillor must complete the Acceptance of Officer and Register of Interest form within 28 days of their appointment (please see the leaflet Register of Financial and Other Interests: Completion of Forms - A Guide and Checklist for Parish Council Clerks)

Clerk’s Checklist

Have you done the following to fill your Parish Council Vacancy?

- Obtained the resignation in writing
- Advised Eden District Council of the Vacancy by emailing elections@eden.gov.uk **AND** cttce.admin@eden.gov.uk
- Advertised the vacancy within the Parish for 14 working days
- Passed any request for an election to Eden District Council on the email addresses above
- Advised Eden District Council of any co-option to the Council to the email addresses above
- Forwarded an Acceptance of Office and fully completed Register of Interest Form (please see leaflet on Register of Financial and Other Interests - A Guide and Checklist for Parish Council Clerks)

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Together with a note saying who the new Councillor has replaced on the Council

For any queries regarding vacancies please contact:

The Elections Officer
Eden District Council
Town Hall
Penrith
CA11 7QF

Or email - elections@eden.gov.uk