



## **ROOKSDOWN PARISH COUNCIL**

### **CO-OPTED COUNCILLOR PERSON SPECIFICATION**

#### **Personal Attributes**

- Sound knowledge and understanding of local affairs and the local community.
- Forward-thinking
- Can bring a new skill, expertise or key local knowledge to the Council.

#### **Experience, Skills, Knowledge and Ability**

- Ability to listen constructively
- A good team player
- An interest in local matters
- Ability and willingness to represent the Council and their community
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.
- Ability to communicate clearly.
- Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.
- Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). Ability and willingness to undertake induction training and other relevant training.
- Willingness to acquire a basic knowledge of legal issues relating to town and parish Councils or local authorities

#### **Circumstances**

- Ability and willingness to attend meetings of the Council. These take place at 1945 on the 4<sup>th</sup> Monday of every month (except August and December). There will also be the need to attend the occasional meeting or community events on other evenings or weekends.



## APPLICATION FORM FOR CO-OPTION AS A PARISH COUNCILLOR

Please complete this form and send to:

Martin Whittaker  
Clerk, Rooksdown Parish Council  
Rooksdown Community Centre  
Park Prewett Road  
Basingstoke RG24 9XA  
Telephone: 07928 129122

or email to [parish.clerk@rooksdwn.org.uk](mailto:parish.clerk@rooksdwn.org.uk)

### PERSONAL DETAILS

Full name:

Home address:

Postcode:

Telephone number:

Mobile number:

Email:

### LEGAL QUALIFICATIONS FOR BEING A COMMUNITY COUNCILLOR QUALIFICATIONS

**You must be able to answer 'Yes' to both of the questions below)**

Are you a British citizen, a  
Commonwealth citizen or a citizen  
of a European Union country? Yes/No

Are you 18 or over? Yes/No

**You must be able to answer 'Yes' to at least one of the questions below**

Are you on the electoral register for Rooksdown? Yes/No

Have you lived either in Rooksdown, or within three miles of its boundary, for at least a year? Yes/No

Have you been the owner or tenant of land in Rooksdown for at least a year? Yes/No

Have you had your only or main place of work in Rooksdown for at least a year? Yes/No

### DISQUALIFICATIONS

**You must be able to answer 'No' to all of the questions below to be eligible to serve as a councillor**

Are you the subject of a bankruptcy restrictions order or interim order? Yes/No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? Yes/No

Are you disqualified by order of a court from being a member of a local authority? Yes/No



**BACKGROUND AND INTERESTS**

**Please briefly outline of why you are interested in being a Parish Councillor. Please also tell us something about the life experience you will bring to the Council:**

**(for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.)**

**Although you may not have any experience of being a Parish Councillor, what is your perception of the role of Rooksdown Parish Council?**



## ISSUES

Are there any local issues that you are particularly interested in that you believe could be of benefit to the community?

## TRAINING

Training is provided by the Hampshire Association of Local Councils. This is arranged through the Clerk, free of charge to Councillors. Training is usually at evenings or weekends.

Are you willing to attend relevant training courses? Yes/No

## QUESTIONS

Are there any questions you would like to ask the Council? If so, either contact the Parish Clerk, or list them below:

Please note that Council and Committee meetings are normally be held during the evening and, unfortunately, under present legislation the Parish Council is not permitted to contribute to the cost of Councillors' childcare or care of dependents.