



EMERSONS GREEN TOWN COUNCIL

**Co-option for one vacancy in the
Pomphrey Ward**

A vacancy has arisen in the Pomphrey Ward of Emersons Green
Town Council

If you wish to be considered for this position please submit a letter
of application to the Clerk at the address below.

The closing date for applications is:

6th June 2019 – Midday

Applications will be considered and a decision made at the Full
Council Meeting on

13th June 2019 at 19.00 at

198 Westerleigh Road, Emersons Green, BS16 7AN

If you would like further information about the role of a Parish
Councillor please contact the Clerk or a Local Councillor.

Signed  Town Clerk

Dated..... *23rd May 2019*

Mrs Cate Davidson, Town Clerk
Emersons Green Town Council, 198 Westerleigh Road, Emersons Green, BS16 7AN

Person Specification for Co-Option

Essential requirements

- A knowledge of and interest in local affairs and the local community
- Ability to attend meetings of the Full Council on the evening of the 2nd Thursday of each month (this is a duty)
- Ability & willingness to join Council Committees which meet in addition to Full Council
- Ability & willingness to join other bodies as a Council representative
- Sound knowledge of IT use as Town Council communication is done through email in most instances
- Good interpersonal and communication skills

Desirable Skills

- ❖ An understanding of the workings of local government and associated legislation
- ❖ Willingness to attend appropriate training sessions
- ❖ Background knowledge in any areas the Council is involved in:
 - Finance & budgeting
 - HR/Contract management
 - Environmental issues
 - Planning matters
 - Social Media / Media Management
 - Property / Land Management

The above requirements are in addition to the qualification and disqualification standards set out by the Electoral Commission which you should ensure you meet and can be viewed at www.electoralcomission.org.uk