

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: clerk@hockleyheathparishcouncil.gov.uk

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www.hockleyheathparishcouncil.gov.uk

CO-OPTION - FOR YOUR INFORMATION

There is a vacancy for a Councillor at Hockley Heath Parish Council. The successful candidate will serve until the next election, which is likely to be held during May 2027 (*when the 4-year term of office for each existing Councillor expires*). If you would like to be considered for the vacancy, it is hoped you will find the following information helpful.

Procedure

- Vacancy notices have been displayed on the Parish Council noticeboards, website and Facebook page.
- If you wish to be considered for co-option, please complete the application form (available from the Clerk, and on the Parish Council website) and return it to the Parish Council Office, address above. Email applications are also acceptable.

Responsibilities

- Should you be co-opted then a formal 'Declaration of Acceptance of Office' is signed and accepted. You will also be required to abide by the Code of Conduct for Councillors (*available to view on the Hockley Heath website*). A Declaration of Pecuniary Interests form for Solihull MBC must also be completed if co-opted.
- You will be issued with a Parish Council email address to enable you to keep all Parish Council information separate and to avoid this affecting your private emails.
- The duties of a Parish Councillor involve attending the monthly Parish Council Meeting (*usually the third Thursday of each month*) and serving on any relevant committees/staffing panel. The duration of a meeting can vary between one and two and a half hours.
- Attending events during the year which you may be invited to, for example, Remembrance Sunday service, inauguration of the Mayor of Solihull.
- Attending training events to help you fulfil your role as a Parish Councillor.
- Considering the views of the people of the Parish of Hockley Heath when making decisions.
- Representing the Parish Council at meetings of local or regional organisations.
- Decision making on the upkeep and improvements to the recreation ground and the Pavilion hall.
- Approving payments and being involved with budget planning.
- Commenting on planning applications.