



# OTTERY ST MARY

## Town Council

Christine McIntyre FCILEx PSLCC

Chief Executive Officer

Council Offices  
The Old Convent  
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Dear Applicant

### Re: Co-option re Tipton St John Ward

The Council currently has a vacancy on the Tipton St John Ward, due to the resignation of Lyn Shaw and is seeking to co-opt a parishioner to the role of councillor.

If you are interested in applying, please could you kindly complete the application form and return it to me no later than **Friday 5.00pm 6<sup>th</sup> May 2022**. Please see the copy of the Council's Code of Conduct and 'Qualification/Disqualification' information referred to in the application form.

Can I also suggest that you have a look at the following publications that you can download from the internet:- **Guidance for New Councillors**

[https://local.gov.uk/sites/default/files/documents/11.101%20Councillors%27%20Guide%202018\\_v10\\_WEB.pdf](https://local.gov.uk/sites/default/files/documents/11.101%20Councillors%27%20Guide%202018_v10_WEB.pdf)

and also **East Devon District Council's guide on becoming a town or parish councillor**

<https://www.eastdevon.gov.uk/council-and-democracy/becoming-a-councillor/become-a-parish-or-town-councillor/how-can-i-become-a-parish-or-town-councillor/>

The guides are quite helpful as they will provide you with a 'flavour' as to what the role of a councillor actually involves and the time and commitment required.

Please do not hesitate to contact me if you have any queries regarding this matter as I will be more than happy to assist.

I welcome an application from you and look forward to hearing from you shortly.

Yours sincerely

*Christine McIntyre*

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Chief Executive Officer



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