



OTTERY ST MARY

Town Council

Christine McIntyre FCILEx PSLCC

Chief Executive Officer

Council Offices
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Dear Applicant

Re: Co-option re Ottery St Mary Town Ward

The Council currently has a vacancy on the Ottery St Mary Town Ward, due to the resignation of Glyn Dobson and is seeking to co-opt a parishioner to the role of councillor.

If you interested in applying, please could you kindly complete the attached application form and return it to me no later than noon **Friday 30th October 2020**. I also attach a 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 Good Councillors Guide 2018 and also East Devon District Council's guide on becoming a town or parish councillor both of which are available on the internet (if you google the titles). 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.

Candidates for co-option will be required to attend the full council meeting on Monday 2nd November **at 7.00pm** which will be held virtually, or alternatively, (if restrictions have been lifted in respect of the Coronavirus), in the Council Chamber The Old Convent, 8 Broad Street, Ottery St Mary. Devon. EX11 1BZ

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
Chief Executive Officer