



OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent,
8 Broad Street, Ottery St Mary,
Devon EX11 1BZ
Telephone: 01404 812252

Mrs Chris McIntyre Town Clerk

Name/Address

Date

Dear

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 Harding 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 Thursday 31st August 2017 I also attach a copy of the Council's Code of Conduct and `Disqualification` information referred to in the application form.

Can I also suggest that you also have a look at the Good Councillors Guide 2017 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). Alternatively I have hard copies of both guides which I can make available to you. 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 4th September 2017 at 7.00pm (at Tipton St John Community Hall, Main Street, Tipton St John, EX10 0AF) to make a short, 2 minute address to the Town Council giving reasons for wishing to be considered as a Town Councillor

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
Town Clerk**