Co-option application pack

Three vacancies. Three wards. Could one be yours?

Belmont Parish Council is looking for three new Parish Councillors: one for each of our three wards. Being a councillor is a voluntary public service role with real responsibilities. You'll represent local residents, help make decisions about the future of our area and play an active part in improving our communities. Whether you live in Belmont, Carrville or Gilesgate Moor, we want a Council that draws on the different experiences, skills and perspectives of the communities we serve. You don't need previous local government or political experience. What matters is that you're willing to learn, work with others and proactively contribute.

What is the role really like?

We want to be upfront about what being a Parish Councillor involves.
It isn't just attending a meeting once a month, and isn't simply a high-level advisory role.

Councillors combine **formal decision making with practical involvement in the community.**

You'll read papers, contribute to meetings, respond to Council business and take responsibility for agreed actions; but you'll also get involved with projects, speak with residents and community organisations, visit sites, and help turn ideas into action.

Some of the work is strategic, some is practical: we need councillors who are comfortable with both.

What is the commitment?

You should normally expect:

- At least 2 hours each week
  reading, responding to Council business and progressing projects

- One Full Council meeting each month - *approximately 2½ hours, plus preparation. Full Council meets on the second Thursday of each month*

- At least one committee meeting each month - *normally 2 hours, plus preparation.*

Councillors serve on at least one of our committees, according to the needs of the Council and, where possible, their interests and experience:

- Planning
- Finance & Assets
- Environment
- Events and Communications

Committee work is where much of the Council's detailed work takes place and gives councillors an opportunity to become particularly involved in areas that interest them.

Meeting dates are arranged well in advance, helping councillors balance the role alongside employment, education, family and other commitments.

The current term of office runs until May 2029.

Who are we looking for?

We're keen to hear from people from all walks of life aged 18 or over.

You might be studying, working full-time or part-time, self-employed, raising a family, recently retired or simply looking for a new way to contribute to your community.

You should:

- care about Belmont, Carville and Gilesgate Moor and its future;
- be proactive and willing to get involved;
- be reliable and able to make the time commitment;
- be comfortable participating in formal meetings and undertaking practical work between them;
- have the literacy skills needed to read and understand Council papers;
- be comfortable using email, Microsoft 365 and basic computer applications, or willing to learn; and
- be able to work constructively as part of a team.

Applicants must also meet the statutory eligibility requirements for becoming a Parish Councillor.

Particular knowledge or experience isn't essential, but we'd especially welcome people with an interest or background in:

- Finance or accounting
- Planning and the built environment
- Environment, sustainability or management of open spaces
- Social media and communications
- Business or community engagement

What will you get from it?

We ask a real commitment from our councillors, but there's plenty in return.

You'll have the opportunity to:

- make a real difference to the community around you;
- see ideas develop into real projects and improvements;
- learn new skills and gain experience;
- meet and work with people from across our communities;
- contribute your existing knowledge and life experience;
- become part of a team working for Belmont, Carrville and Gilesgate; and
- experience the satisfaction of helping make things happen locally.

You'll also receive **structured induction, mentoring and ongoing training and support**. Nobody arrives knowing everything about local government, and we don't expect you to.

What matters is being willing to **learn, participate and contribute**

Interested? Come and see what we do

We strongly encourage prospective applicants to attend a Full Council meeting and a committee meeting as an observer before applying. It's an opportunity to meet us, see how the Council actually works and decide whether the role is right for you. There's no obligation to apply afterwards. You're also welcome to have an informal conversation with the Chair or Vice-Chair before deciding.

If you decide to apply, we'll ask you to complete an application form including a short personal statement explaining why you'd like to join the Council and what you think you could contribute. Formal applications should be submitted to the Parish Clerk.

Different ages. Different backgrounds. Different experiences.
One shared commitment to our community.

If that sounds like you, we'd very much like to hear from you.

Application for Co-option as a Parish Councillor

Thank you for your interest in joining Belmont Parish Council. Before applying, please read our Parish Councillor Role Description, which explains the responsibilities, time commitment and support associated with the role.

Before You Apply

We strongly encourage prospective applicants to come and see the Council in action before submitting an application.

Ideally, we'd like you to attend:

- One Full Council meeting - Full Council meets on the second Thursday of each month.
- One Council committee meeting

You'll attend as a member of the public. This is an opportunity to see both the formal decision-making and committee work involved in being a councillor, meet some of the people you may be working alongside, and decide whether the role feels right for you. There is no obligation to apply afterwards. You're also very welcome to arrange an informal conversation with the Chair or Vice-Chair before deciding whether to apply.

About You

Full name: _____

Address: _____

Email: _____

Telephone: _____

Your Application

Please include:

☐ A brief CV outlining your experience, skills and interests.
☐ A personal statement of no more than 500 words.

Your personal statement should answer:

> "Why would you like to become a Belmont Parish Councillor, and what do you think you could contribute to the Council and our community?"

You may also wish to tell us about particular skills, knowledge, interests or experiences that you think would be useful.

There is no expectation of previous political or local government experience.

We are interested in what you can bring to the Council and your reasons for wanting to serve your community - not how impressive your CV looks.

Your Interests

Are there particular areas of the Council's work that interest you?
Please select as many as you wish.

- ☐ Planning and development
- ☐ Finance and governance
- ☐ Environment and open spaces
- ☐ Communications and social media
- ☐ Community engagement
- ☐ Business engagement
- ☐ Events and community activities
- ☐ Projects and strategic development
- ☐ Other: _____

Getting to know the Council

If you have attended meetings before applying, please let us know:

Full Council meeting attended:
Date:

Committee meeting attended:
Committee: _____
Date:

Don't worry if circumstances have prevented you from attending either / both. Meeting attendance is strongly encouraged but is not a condition of application.

Declaration

I confirm that:

- ☐ I have read the Parish Councillor Role Description and understand the responsibilities and expected time commitment.
- ☐ I understand that being a Parish Councillor involves both preparing for and participating in formal meetings and actively contributing to Council work between meetings.
- ☐ I understand that councillors are expected to serve on at least one Council committee.
- ☐ I am willing to undertake the Council's induction and training programme.
- ☐ I am willing to use Microsoft 365 and other Council systems as required.
- ☐ To the best of my knowledge, I meet the eligibility requirements for co-option to Belmont Parish Council.

Signed: _____ Date: _____

What happens next?

The closing date for applications is **Thursday 26 November 2026**.

Between **1 and 9 December 2026**, applicants will be invited to meet with a small panel of existing Councillors for an informal discussion about the role and their interest in joining the Council.

Candidates will be invited to attend the Full Council meeting on **Thursday 10 December 2026**, where:

- Each candidate will have up to five minutes to introduce themselves, outline their background and explain why they wish to join the Council.
- Presentations will take place in private, without questions from Councillors.
- Councillors will then vote by secret ballot, with a majority required for appointment.

Following the decision at the meeting, successful candidates will be notified and invited to sign their declaration of acceptance of office. They can then formally take up their role as a Parish Councillor. They will also be put in touch with an experienced councillor who will act as their mentor as they familiarise with their new role.