

## APPENDIX 1

### Procedure for making temporary appointments to Town or Parish Councils

This procedure allows South Lakeland District Council to make an Order to appoint persons to Town or Parish Councils in accordance with section 91 of the Local Government Act 1972.

1. The Parish Clerk advises the Council that the town or parish council is unable to operate due to being inquorate.
2. Elections verifies the number of seats on the town or parish council and that it is inquorate. They also identify the number of appointments required for it to become quorate.
3. All district ward members, together with the county councillor for the area in which the parish is located will be offered the temporary appointment of parish councillor until such time as the vacancies are filled by election.
4. For towns or parishes falling into two different district wards the district ward members applicable to the town or parish ward(s) where the vacancies have arisen will all be approached.
5. Where the relevant ward members are unable to be appointed and the town or parish council remains inquorate the Chief Executive, in consultation with the Leader will consider the way forward which may involve adjacent district ward members.
6. All appointments must be made by Order under Section 91(1) of the Local Government Act 1972.
7. A report detailing the action taken will be submitted to the next Council meeting.
8. In accordance with Section 91(3) of the Local Government act 1972 the Chief Executive will forward two copies of the Order to the Secretary of State. A copy for information will also be sent to the Clerk to the Parish Council.
9. The Order will stipulate the names of the appointment persons and the latest date their appointment will expire.

*See March 18 Council report*