

**MRS CAROLE ROBERTS**  
Clerc/Clerk

c/o Acton Community Resource Centre  
Overton Way, Wrexham  
LL12 7LB  
Tel: 07913 071470

Ref: 41.2/19/CR

Epost/Email: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk)

24 July 2019

Dear Sir or Madam

**Local Government (Wales) Measure 2011, Section 116: Co-Option of Members onto Acton Community Council.**

Thank you for expressing an interest in representing your community on Acton Community Council. There is currently **ONE** Councillor vacancy to be filled by co-option on Acton Community Council in the Borrass Park Ward.

Any member of the public expressing such an interest **must meet** the following qualifications:

You must be a British, Commonwealth, Irish or a European Union citizen and be 18 years of age or over; and meet at least one of the following criteria:

- be registered as a local government elector for the Community of Acton; or
- during the whole of the last 12 months occupied as owner or tenant land or other premises in the community of Acton; or
- your principal or only place of work during the last 12 months has been in the community of Acton; or
- you have during the whole of the last 12 months resided in the Community of Acton or with 4.8 kilometres of it.

The Community Council has placed Notices of Co-option in accordance with the relevant requirements of the Local Government (Wales) Measure 2011. They are on display on the Community Council's main noticeboard in the Acton Community Resource Centre and on its website: [www.actoncommunitycouncil.gov.uk](http://www.actoncommunitycouncil.gov.uk)

In order to assist the Community Council in the filling of this vacancy, you should confirm that you meet the qualification requirements set out above. I have been instructed to advise all persons expressing an interest in representing their community to complete the attached form to provide a brief resume about themselves. The responses will be circulated to all Members of the Council at the Council meeting to be held on Tuesday 17 September 2019 when it is expected that the Councillor vacancy will be filled by co-option. All candidates will be invited to attend the meeting and will be given an opportunity to give an address to the Council for two/ three minutes in support of their Co-option application prior to the vacancies being filled.

I have attached a form for you to complete and return to me by **noon on Monday 16 September 2019**. Please note that there will be an item included on the Agenda for 17 September 2019 for this Co-option and all forms received by the deadline will be circulated to the full Council for consideration and will be available in the part of the Council meeting that is open to the Press and Public.

Yours sincerely

*Carole Roberts*

Clerk to the Council

**APPLICATION FOR CO-OPTION ONTO THE COUNCIL**

1. WARD YOU WISH TO BE CONSIDERED FOR: **BORRAS PARK**

2. NAME: .....

3. ADDRESS:.....

4. REASON FOR WANTING TO BE A COMMUNITY COUNCILLOR?  
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5. PERSONAL BACKGROUND INFORMATION ABOUT YOURSELF:

I.e.: Work:  
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Volunteer Experience:  
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Qualities you would bring to the role of Community Councillor  
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6. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR EXPRESSION OF INTEREST TO BE CO-OPTED ONTO ACTON COMMUNITY COUNCIL:  
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I certify that I meet the qualification requirements to be considered for co-option onto Acton Community Council and the information given above is correct

SIGNED: ..... DATE: .....

**Please return this form to:** The Clerk to Acton Community Council, c/o Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB (or by email to: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk))  
**BY NO LATER than NOON on MONDAY 16 SEPTEMBER 2019**