

Appendix B

Procedure for Making Temporary Appointments to Parish Councils

This process enables Melton Borough Council to make an Order to appoint persons to Parish Councils in the Borough area in accordance with Section 91 of the Local Government Act 1972.

1. The Clerk to a Parish Council notifies Melton Borough Council that their authority is unable to operate due to being inquorate.
2. Electoral Services verifies the number of seats on that council and that it is inquorate. They also identify the minimum number of appointments required in order for the parish council to be quorate.
3. All ward members in the ward in which the parish council is located will be offered the opportunity to be appointed to the council as a temporary appointment until such time as the vacancies are filled by election or co-option.
4. All appointments will end once sufficient members are elected or co-opted to the parish council.
5. In the event that insufficient ward members are available and willing to be appointed in order to make up a quorum, the Returning Officer is authorised to appoint any other person, following consultation with the Borough ward member(s) for the parish affected and the Parish Clerk.
6. In the event that no appointments can be made, the parish council will remain inquorate until elections are held resulting in sufficient numbers of parish councillors to be quorate.
7. In accordance with Section 91 (3) of the local Government Act 1972, the Returning Officer will send two copies of the Order to the Secretary of State. This will also be copied to the relevant parish Clerk.