

I attach a copy of the "Notice of Vacancy" in respect of the above. The Notice will be displayed in the area by no later than the date shown on the Notice. As you will see, the Notice gives the date by which any request for an election has to be made and District will let me know if an election is to take place. Please note:

That 10 separate requests are not needed – one letter signed by 10 local government electors for the Parish would be sufficient;

That if an election is not to be held, the law requires your Council to co-opt a person to fill the vacancy "as soon as practicable after the expiry of the period of 14 days"; and

That, if an election is requested, District will supply further information about the elections process.

There are three further points which are applicable should this process result in your Council being required to co-opt:

The National Association of Local Councils has produced a briefing note relating to co-option (Legal Briefing L15-08). This is available from your local Association of Local Councils (Suffolk Association of Local Councils)

It is essential that any person co-opted is (i) qualified to be a member of a Parish/Town Council; and (ii) is not disqualified. The qualifications and disqualifications are explained in Part 1 of Guidance produced by the Electoral Commission, available at Electoral Commission | Candidates and agents at Parish and community council elections in England. Although not a statutory requirement, you may wish to ask the co-optee to confirm to you in writing that he/she is qualified and not disqualified; and

I hope that this is all reasonably clear, but please do not hesitate to contact the election office if you have any queries on [elections@westsuffolk.gov.uk](mailto:elections@westsuffolk.gov.uk).

EPC Clerk