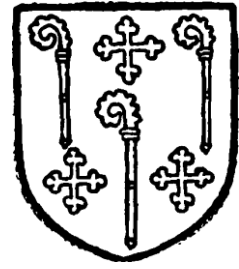


Twywell Parish Council



Parish Clerk
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DECLARATION OF ACCEPTANCE OF OFFICE

A person elected or co-opted to the office of parish councillor shall, at or before the first meeting of the council following his election or co-option sign the below declaration of acceptance of office or, if the council so permits, the declaration may be signed at or before a later meeting. Failure to sign a declaration of acceptance of office shall result in the office becoming vacant. The Proper Officer shall retain copies of all signed declarations.

I (New Councillor) having been co-opted to the office of councillor² of Twywell Parish Council³ declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

Signature: _____ Date: ___/___/___

This declaration was made and signed before me,

Signature: _____ Date: ___/___/___

Proper officer of the council⁴.

Policy Control Sheet

Version:	01
Approved by:	Twywell Parish Council
Date Approved:	March 2024
Date of next review:	May 2024
Policy Owner:	Clerk - Helen Keech

- (1) Insert the name of the person making the declaration.
- (2) Insert "Member", "Chairman" or "Mayor" as appropriate.
- (3) Insert the name of the authority of which the person making the declaration is a member.
- (4) Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the declaration. A declaration for members of parish councils shall be made before a member or the proper officer of the council.

Document History			
Version	Date of Review	Author	Note of revisions
01	March 2024	Clerk - HK	Adopted in Meeting 05.03.2024 (0324.20)