

# CODDENHAM PARISH COUNCIL

## Co-Option Procedures



### APPENDIX A

#### CODDENHAM PARISH COUNCIL CO-OPTION APPLICATION FORM

Name: Lauren Mitchell
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Email Address: Lozzad29@aol.com
Are you 18 or over? <b>Yes</b> / No (DOB: 29.05.1999)

#### Please detail any experience you may have that is relevant to Coddenham Parish Council (if necessary continue onto a separate sheet)

I have lived in Coddenham for roughly 13 years and, at just 19, I am in my second year of reading an LLB Law With Criminology degree while working 3 jobs. I work as a paralegal at a local solicitors, front of house at a local pub/restaurant and as a Student Ambassador at my University (the University of Suffolk). I have always worked, because I believe in order to reach my goal of being a Barrister, a good work ethic is very important. With that being said, my passion is helping people, hence the chosen career path. I'm very community minded, I want the best for people and I want to be able to use my voice to advocate on behalf of others, to make sure changes are put in place to not only better society but also ensure each and every person is heard. As a paralegal at Oslers Solicitors, I answer telephone calls, help clients with a mixture of queries, create police station folders online, file paper client folders, photo copy important letters and work and send out emails and letters to clients. I also brief to counsel, assist the solicitors of the branch with any work they may need doing and on different occasions accompany them to court. I am also in charge of making what they say is 'amazing' tea and coffees.

With that being said, before achieving the amazing position of a paralegal, I worked in the channeling sales and admin department at BritCar UK Ltd, which is a Land Rover and Jaguar Parts, Spares and Accessories company. My role in the Sales department at BritCar was to list parts onto the company's Ebay site. In addition, I also worked in the warehouse when they needed me and alongside the IT specialist to re-model and re-design the company's website. As a result of my variety of roles, these jobs mentioned have taught me the skills required to work in an a number of different environments and the relevant communication skills needed to address the public in a number of different methods.

As a student at Stowupland High School I took an active role by assisting younger students with their work and contributing to parents' evenings, induction days, school productions and sport events. Now at University of Suffolk, I continue to take an active role by being the Secretary of the Law Society, a Student Ambassador and being a member of the Junior Lawyers Division, which is an amazing opportunity to make connections with professionals. As Secretary of the Law Society, I have so far organised social events and a trip to the Supreme Court in London. I have also organised, planned and ran our stall at the Fresher's Fair, created a number of posters designed at encouraging more students from different courses to join our society and am currently organizing a joint event with the Public Speaking society to help students gain more confidence in speaking. Therefore, I believe this highlights my initiative, ability to lead, organization and skills of being an confident individual. In addition, I am a student ambassador which involves working at open days or applicant events, showing prospectus students around the university, participating in different events and simply being the face of the students. For this reason, I am able to communicate with all various groups and individuals and I enjoy working either within a team or independently, especially when the task is helping others or of some purpose.

Alongside work experience and studying, one of my interests is Martial Arts, I started this in 2006 and I achieved my first black belt in kickboxing in November 2011 at the age of 12. I am also now training to run a half marathon in March 2020 in aid of cancer research because charity work is very important to me. Some more interests of mine are volunteering at the Halloween event Scarsville (something of which I have done for the last 4 years) and horse riding. I attended British horse society and pony club sliver certificate training every week until I began my A level studies. Alongside the Junior Lawyers Division, I am also a member of Senior Debenham Young Farmers, whom meet weekly. It is an amazing opportunity to socialize with friends and attend all of the country shows, either to volunteer or wonder round. I have also volunteered at Girl Guides and attend the Eden Gathering each month, a Christianity group for young people.

I have attached my CV too.

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**Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet).**

In June, week commencing 24th, I will be in London completing a mini-pupillage at QEB Hollis Whiteman so will be unavailable.

#### **Use of Personal Information**

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.

#### **Declaration & Consent**

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED..... LAUREN MITCHELL ..... NAME..... LAUREN MITCHELL .....

DATE..... 07.05.2019 .....

**Please complete and return this form, together with the completed Co-option Eligibility Form to the Parish Clerk.**

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### APPENDIX B

#### CODDENHAM PARISH COUNCIL CO-OPTION ELIGIBILITY FORM

1. In order to be eligible for co-option as a Coddenham Parish Councillor you must satisfy conditions (a) and (b) below and at least one of the options (c) – (f).

Please tick which apply to you:

- a) I am 18 years of age or over; and
- b) I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
- c) I am registered as a local government elector for the parish; or
- d) I have, during the whole of the twelve months preceding the date of my application occupied, as owner or tenant, land or other premises in the parish; or
- e) My principal or only place of work during those twelve months has been in the parish; or
- f) I have during the whole of those twelve months resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:

- Is employed by the parish council or holds paid office (other than chairman, vice-chairman or deputy chairman) under the parish council (including joint boards or co;
- Is employed by an entity controlled by the parish council;
- Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

#### Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a parish councillor.