



**REPORT of  
MONITORING OFFICER**

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**to  
COUNCIL  
3 APRIL 2025**

**APPOINTMENT OF COUNCILLORS AT STEEPLE PARISH COUNCIL**

**1. PURPOSE OF THE REPORT**

- 1.1 To appoint two Councillors to Steeple Parish Council (the Parish Council) under Section 91 (1) of the Local Government Act 1972.

**2. RECOMMENDATIONS**

- (i) That the Council nominates three Councillors to temporarily be appointed to Steeple Parish Council;
- (ii) That the Council authorises the making of an Order pursuant to Section 91 of the Local Government Act 1972 for the temporary appointment of two Councillors to enable the Parish Council to act lawfully on the terms set out in the draft order attached as **APPENDIX 1** to this report.

**3. SUMMARY OF KEY ISSUES**

- 3.1 The Parish Council has five seats one of which is vacant.
- 3.2 Following the resignation of two councillors on 24 March 2025 the Parish Council is no longer quorate.
- 3.3 The Standing Orders of the Town Council require a minimum number of three Councillors at any meeting.
- 3.4 There are currently only two Councillors remaining at the Parish Council.
- 3.5 The Law states that the District Council, where there are so many vacancies in the office of Parish Councillor that the Parish Council is unable to act, may by order appoint persons to fill all or any of the vacancies, until other councillors are elected to take up office.
- 3.6 While appointing only one Councillor would make the Parish Council quorate it is proposed that three vacancies are filled to ensure that in the unavailability of a Councillor any meeting would still be quorate.

**4. CONCLUSION**

- 4.1 In order for the Parish Council to perform its statutory duties it must legally be quorate.

- 4.2 The District Council can appoint members to the Town Council on a temporary basis to ensure that the Town Council can continue to function until such time as the vacancies can be filled.

## **5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028**

### **5.1 Supporting our communities**

- 5.1.1 The appointment will allow the Parish Council to continue to provide services to its residents

## **6. IMPLICATIONS**

- (i) **Impact on Customers** – Without appointing Councillors to these roles Customers will not be able to access services provided by the Parish Council.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – None.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – The Councillors nominated will need to take on additional responsibilities until the vacancies can be filled.
- (vi) **Impact on Devolution / Local Government Reorganisation** – None.

Background Papers: None

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