



Co-option to Ammanford Town Council – Guidance for Applicants

Version: 2 January 26th, 2026

Approved: January 26th 2026

Minute No.: 1026012026

Following a vacancy on the Town Council, the Council may fill the position by co-option. This means appointing a councillor from eligible local residents rather than holding a by-election.

Residents who are interested in being considered are invited to submit an Expression of Interest.

Eligibility

To be eligible, you must:

- Be at least 18 years old, and
- Be a British citizen, eligible Commonwealth citizen, or citizen of the EU, and
- Meet at least one of the following:
 - Be registered to vote in the Town Council area, or
 - Have lived in the area for the past 12 months, or
 - Have your main place of work in the area, or
 - Own or rent property in the area.

You must also not be disqualified from standing as a councillor under law.

What to Include in Your Expression of Interest

Applicants are asked to submit a short written statement (usually 1–2 pages) including:

1. Personal Details

- Full name
- Address
- Contact details (email and/or phone)

2. Confirmation of Eligibility

- A brief statement confirming you meet the eligibility criteria.

3. Background and Experience

- Your work, voluntary, or community experience
- Any skills relevant to council work (e.g. finance, community groups, events, youth work, business, planning, IT, etc.)

4. Why You Want to Be a Councillor

- What motivates you to serve your community
- Any particular local issues or interests you care about

5. What You Feel You Could Contribute

- How your skills, experience, or interests could benefit the Town Council and the wider community

Political statements are not required. Co-option is about finding committed people who want to serve the town and work constructively with others.

What Does Being a Town Councillor Involve?

Town councillors are unpaid volunteers who work together to represent local people and improve the town.

Main Responsibilities

- Attending and participating in full council and committee meetings
- Making decisions about local services, facilities, and community projects
- Considering grants and council spending
- Representing residents' views and raising local concerns
- Acting in the public interest and following the Code of Conduct

Time Commitment

Applicants should be aware that the role involves a regular time commitment, which may include:

- Council meetings (often monthly, sometimes more)
- Committee meetings
- Reading agendas and reports before meetings
- Occasional community events, consultations, or site visits
- Responding to resident queries

While flexible, councillors are expected to take the role seriously and be able to attend meetings regularly.

Training and Support

No prior council experience is needed.

New councillors will be offered:

- Induction and basic training
- Ongoing training opportunities
- Support from the Clerk and fellow councillors

A willingness to learn and to work as part of a team is essential.

Standards and Conduct

Councillors must:

- Abide by the Code of Conduct
- Declare interests where required

- Treat others with respect
- Act transparently and ethically

The role carries responsibility and public accountability.

How the Co-option Decision Is Made

- All valid Expressions of Interest are circulated to councillors
- Applicants will be invited to attend a council meeting this will give the opportunity to briefly introduce themselves or answer questions. The applicant will be given a day and time to attend.
- Councillors will vote in a public meeting on another date to appoint the successful candidate