

# PUXTON PARISH COUNCIL

NORTH SOMERSET UNITARY AUTHORITY

## DECLARATION OF ACCEPTANCE OF OFFICE (VICE-CHAIR)

I, .....

being a councillor of Puxton Parish Council and having been elected to the office of **VICE-CHAIR** for the said Council, **HEREBY DECLARE** that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability.

I undertake to be guided by the Puxton Parish Council Code of Conduct in the performance of my duties in that office.

**Dated this      day of                      20**

(Signature).....

The Declaration was made and signed before me.

**OR**

Signature.....

**Name:**

Clerk and Proper Officer  
Puxton Parish Council

.....

**Name:**

Councillor  
Puxton Parish Council

### Notes

1. A person elected to the office of Vice-Chairperson shall make the above Declaration before or at the first meeting of the Parish Council after his/her election.
2. The Declaration shall be made in the presence of a member of the Parish Council or the Clerk to the Parish Council and signed by that person above.
3. The completed Declaration must be handed to the Clerk of the Parish Council for his/her retention immediately after completion.
4. If an elected member of a Parish Council fails to comply with 1 and 2 above their office shall become vacant.
5. The Chairperson is elected annually. A copy of their declaration must be completed every year – even if the same person is elected as Chairperson for a further year.
6. No such repeat declaration needs to be completed for the Vice Chairperson or ordinary Councillors.