Walberswick Parish Council (WPC)

Adopted by WPC at its April 2026 meeting

Procedure for appointment of Walberswick Common Land Charity (WCLC) Nominative Directors

When a vacancy arises:

- For the purposes of this procedure the term 'vacancy' includes the resignation, death or ineligibility of a Nominative Director or the end of a Nominative Director's term of office.
- The Clerk or the Chair of the WCLC should inform the Parish Clerk when a vacancy arises or is due to arise. Following notification, the Clerk, in coordination with the WPC Chair, will inform the Council at the next full Council meeting to initiate procedures for filling the vacancy.
- In circumstances where an existing director has come to their end of tenure, but wishes to continue, they can be re-appointed without the post being advertised if ALL the following apply:
    - The Parish Council is in receipt of an email from the relevant director indicating their wish to be reappointed for a further term
    - WCLC has voted unanimously for that director to continue and this has been communicated to the Chair & Clerk of the Parish Council in writing by the WCLC Chair or Clerk
    - The Parish Council has passed a majority resolution in public session for that director to be re-appointed for a further term. Otherwise, the process is as follows:

Obtaining expressions in interest:

- A vacancy will be advertised on both the Village Website and on the Parish Council Noticeboards. Other channels of local advertising may be used at the discretion of the Council. Interested parties will be given a minimum period of 14 calendar days to apply. This period may be extended at the discretion of the Council.
- An expression of interest from a candidate should be submitted to Parish Clerk and should include a written summary, which may include: reasons for wishing to fill the vacancy, previous community, council or charity work, other skills and experience they can bring to the post, their interests, recent career history and intended time commitment.
- A Director whose term of office is ending and who wishes to continue (providing it is in accordance with WCLC's rules on eligibility) should also submit an expression of interest in filling the vacancy

Consideration of expressions of interest:

- The Parish Clerk, in consultation with the Chair, will schedule a closed session of the Parish Council following the closure of the advertised posting assuming at least one expression of interest has been received. To protect the privacy of individuals who have submitted expressions of interest, the minutes of closed sessions will not name individuals under consideration.
- Prior to the consideration of a Nominative Director of the WCLC, the Council will seek from the WCLC an indication of the skills or relevant interests/experience it may wish for in a successful candidate.
- The Parish Council, in closed session, may choose not to move forward with a prospective candidate, even if there is only one, in which case the post will continue to be advertised
- When the Council has identified at least one candidate on which it is prepared to consider a resolution to appoint, then the nomination of a Director shall form a public agenda item for the next full meeting of the Council.

Selection:

- Following discussion at the closed session, the selection of a Nominative Director will be by resolution of the Council at a public meeting and recorded in the minutes of meeting.
- The Parish Clerk shall write to both the Chair and Clerk of WCLC to inform them of the outcome for the candidate to take on their position in accordance with WCLC's governing documents