

## **PROCEDURE FOR ADVERTISING A CASUAL VACANCY FOR COUNCILLOR**

All vacancies will be advertised in accordance with LGA 1972 s86.

Procedure for advertising a casual vacancy:

- 1) Advertise on the Town Council's website and social media.
- 2) Advertise in the Wenlock Herald and other (free) local newsletters and publications where possible.
- 3) Place notices on all notice boards in the town including Bourton and Homer.
- 4) Media releases to the local media.
- 5) Place notices in local shops, hotels and pubs.
- 6) Supply information about the roles of a councillor and challenges that face the Town Council, written by the Town Clerk.

*Approved at a Town Council meeting held 6 October 2011  
Minute no. 13*

*Revised 7 June 2018*