

From: Keith Butler <Keith.Butler@WESTOXON.GOV.UK>
Sent: 31 August 2021 15:25
To: Parish Councils
Subject: My Retirement and Contact with West Oxfordshire DC

Dear All

This is to let all town and parish clerks know that I am “hanging up my boots” and my last day in the office here at West Oxfordshire will be this coming Friday, 3 September, bringing a very rewarding 25 years to a close.

It has been a pleasure working with you and, in most cases, actually meeting you on occasions as well, and I wish all of you, and your councils, the very best for the future.

Once I have gone:

1. **General queries:** general queries about your council and its administration etc continue to be best directed to Oxfordshire Association of Local Councils. Most councils in West Oxfordshire are in membership of OALC but, for the few who are not, my considered recommendation remains that it is absolutely in the interests of any local council to join, in order to be able to access the resources made available on the OALC website, the monthly sector update newsletters, and of course the direct advice which they can give in relation to specific issues.
2. **Vacancies:** If a vacancy occurs in the membership of your council, please email sharon.ellison@westoxon.gov.uk and advise the name of the councillor who has resigned or died or otherwise vacated office. Sharon will supply the notice of vacancy which you will need, which will be produced in the name of your council and its Clerk. (In this context, please also remember that a member of a parish council may resign by giving written notice to the chair of the council, but that if the chair is resigning, he or she must give written notice to “the council” – in practice, to the clerk).
3. **Elections:** Sharon will also be the first point of contact for any elections queries, until further notice. The Council is seeking to recruit an Electoral Services Manager, and my expectation is that if that is successful, he or she will be in touch with those of you whose councils have elections in May 2022 in due course.
4. **New Members:** If or when your council co-opts someone to fill a vacancy, please advise Sharon of (i) the name and address of the co-optee; and (ii) the date of the meeting of your council at which the co-option was approved, or is expected to be approved. You will then be sent information and documents relating to the code of conduct, the registration of interests and the necessary declaration of acceptance of office for the new councillor. (This will also be true where a new councillor is elected but, obviously, in those cases we will know the name and address).
5. **Change in Clerk:** If you step down as clerk, please ensure that we are notified, by emailing Sharon details of the name, address, phone number and email address for the new clerk. It would also be helpful to know whether he or she is content with their address and/or phone number being published, or would prefer those details to be retained for District Council use only.
6. **Monitoring Officer issues:** If you have queries relating to the code of conduct or, for example, the declaration of interests: (i) until **Monday 20 September** please contact claire.hughes@publicagroup.uk; and (ii) with effect from that date you should please contact the interim Monitoring Officer, Angela Claridge – angela.claridge@westoxon.gov.uk. Please be aware that Angela will be working for West Oxfordshire two days a week during her interim period.

I hope that this is all clear and, once again, offer my best wishes to you all.

Keith

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West Oxfordshire District Council
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