

**PARISH CLERK'S REPORT OF ChALC / CW&C BRIEFING ON FORTHCOMING ELECTIONS
07/02/19**

1. Attached are the slides from the briefing setting out key dates and an outline of the process. Whilst Parish Clerks are responsible for distributing Nomination Packs and displaying various Notices at the appropriate times, it was stressed that individual candidates are responsible for completing and delivering their own Nomination Forms before the deadline.

2. The Clerk will
 - Collect the Nomination Packs from Chester after 6th March
 - Display the Notice of Election on boards and upload to website on 15th March
 - Distribute Nomination Packs to candidates as requested
 - Display the Statement of Nominations on boards and upload to website after 4pm 4th April.
 - Display and upload the Notice of Poll 24th April (unless the election is uncontested ie if there are fewer candidates than seats on the Council).
 - Display and upload the Results Notice or Uncontested Notice 7th May.
 - Pay the re-charge invoice in due course.

3. Candidates will
 - Complete their own Nomination Form
 - Deliver the completed form before the deadline. CW&C will have an appointments system in place to do this.
 - Be aware of "purdah" restrictions on publicity after 15th March
 - Complete their Return of Election Expenses (even if NIL return)

4. The Parish Council may wish to "advertise" for candidates. See attached examples from ChALC which may be customised.

Things we will cover:

- Critical Dates
- Notices and forms
- Nominations
- Uncontested elections
- Verification and counting of votes
- Results
- Purdah
- After the elections

Critical Dates:

- Notice of Election – Friday 15th March
- Delivery of nominations – No later than 4pm Wednesday 3rd April
- Withdrawals – 4pm Wednesday 3rd April
- Statement of Persons Nominated – 4pm Thursday 4th April
- Deadline for applications to register – Friday 12th April
- Deadline for postal & postal proxy applications – 5pm Monday 15th April

Cont.

- Notice of Poll – Wednesday 24th April
- Deadline for proxy applications – 5pm Wednesday 24 April
- Deadline for appointment of polling and counting agents – Thursday 25th April
- Return of election expenses- Thursday 30th May

Notices and Forms:

- Nomination Packs
- Notice of Election
- Statement of Persons Nominated
- Uncontested Notice
- Notice of Poll
- Results Notice

Nominations: Completion of form:

- Nomination form
 - Full name but can now use 'commonly known as'
 - Description
 - Place of residence
 - Proposer and seconder – elector for electoral area
 - Signature
- Qualifications
- Consent to nomination
- Home address form – New
- Delivery of forms

Uncontested election

- Deadline for withdrawal
- Notice given
- Recharge – set amount

Verification and Counting of Votes:

- Close of poll at 10pm
- Verification at Ellesmere Port Sports Village
- Count will take place on Friday 3rd May
- Attendance at count

Results:

- Announcement at count
- Website
- Copies of results notices to Town and Parish Clerks
- Notification to Candidates

Purdah:

- Purdah is a restriction on publicity during the pre-election period
- Local Government Association guide - <https://www.local.gov.uk/our-support/purdah>

After the Elections:

- Results Notice
- Acceptance of office and Declaration of Interest forms
- Candidates expenses
- Election re-charge

Stand as a Local Councillor

INSERT YOUR COUNCIL
LOGO HERE

Polling Day:

Thursday 3 May 2018

Make a difference to your Town, Parish or Village Council

- **Get involved with your community**
- **Have a say about the local issues people care about**
- **Influence local service delivery**
- **Decide how local money is spent to improve your community**

For nomination packs contact:

Insert Electoral Officer details here

Enter your council name, logo and details here

Stand for what you believe in

The next elections for Parish and Town councils are 3rd MAY 2018

Become a Parish or Town Councillor

The best way to find out what it's like to be a Parish or Town councillor is to talk to someone who's doing it now. Your Parish or Town council will have a website where you will be able to get the names and contact details of the current clerk and councillors, and the dates of their meetings. Council meetings are open to the public and you can go along to a Parish or Town council meeting, speak to one of the councillors and find out what they think of the job they do.

By becoming a Parish or Town councillor you become someone your community will look to for help, guidance and support as a community leader with the power to influence decisions for the benefit of the people you serve.

Getting Elected

To stand for election to a Parish or Town council, you must:

- be a UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member state of the European Union
- be at least 18 years old

To be eligible to stand for election for a particular Parish or Town you don't have to be connected to a political party but you must:

- be an elector of the Parish or Town or in the past 12 months have occupied land or other premises in the Parish or Town (as owner or tenant) or work in the Parish or Town (as your principal or only place of work) or live within three miles of the Parish or Town boundary



What do Parish or Town councils do?

A Parish or Town or Town council is a local authority that makes decisions on behalf of the people in the Parish or Town. It is the level of local government closest to the community, with the district authority and the county authority or a principal authority further up the hierarchy.

Parish or Town councils make all kinds of decisions on issues that affect the local community. Probably the most common topics that Parish or Town councils get involved with are planning matters (they are statutory consultees), crime prevention and roads & highways.

Parish or Town councils have a number of powers they can use and have the ability to negotiate with other decision making organisations such as the district, county or unitary councils, health authorities, police etc. In this respect Parish or Town councils are extremely powerful. These organisations know that a Parish or Town council gives the best reflection of how a community feels about something and its views should be taken seriously.



How much time does it take up?

Councils usually meet once a month for the council meeting to which members of the public are also invited. Meetings may last two or three hours, depending on what's on the list of items to discuss. Some councils may also have committees to deal with specific subjects, such as planning matters.



How long do I serve for as a Parish or Town Councillor?

Once elected, Parish or Town councillors sit on the council for four years. If they then want to stay in the post they can stand for re-election. This does not mean that you have to stay for four years. If you find it's not for you, or you can no longer meet the commitment, you can stand down.

For more information please contact the council at the address above.