Report to Council

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| Item 12 Appendix 4 | Local Elections |

1. Introduction

Local Government Elections are scheduled for 2 May 2019. The purpose of this paper is to provide Members with key information, ensure business continuity and to consider a promotion/recruitment strategy.

1. **Key Dates**

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| **Date** | **What** | **Actions Required/Who** |
| **26 March** | **Notice of Election Published by SDC** | **Clerk to post on website**  **Chairman to post on noticeboards** |
| **26 March** | **Nomination Period Commences** |  |
| **3 April** | **Poll cards despatched by SDC** |  |
| **3 April (4.00 pm)** | **Deadline for Receipt of Nominations at SDC Offices.** | **Nominees** |
| **12 April** | **Last date for registering to vote** |  |
| **15 April** | **Last date for new postal vote requests** |  |
| **24 April** | **Last date for proxy vote applications** |  |
| **2 May** | **Polling Day** |  |
| **2 May at 11.00 am** | **If there are more vacancies than nominations returning officer will declare them elected** | **Clerk to post on website**  **Chairman to post on noticeboards** |
| **Following Count** | **Result Published** | **Clerk to post on website**  **Chairman to post on noticeboards** |
| **7 May** | **All councillors retire and new councillors take office** |  |
| **7 – 23 May** | **First meeting of the Council prior to which all members must complete their Declaration of Acceptance of Office Form.** | **Clerk to summons meeting, circulate papers and Declaration of Acceptance of Office** |
| **30 May** | **Last day for return of elections expenses** | **Nominees** |

The above timetable is subject to change should any official days of mourning be announced.

1. **Financial Implications**

As there are both District and Parish Council Elections the costs will be shared between SDC and EPC.

1. Available funds: £250 has been set aside each year since 2015/2016 resulting in available funds of £1,000.
2. Estimated Costs: Based on **estimates** supplied by Straford District Council the following is an **approximation** of costs if a ballot is required (there are 10 or more nominations)

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| **Returning Officer** | **£25** |
| **The Polling Station (shared with SDC)** |  |
| **Presiding Officer (shared with SDC and based on one officer)** | **£150** |
| **Poll Clerk (shared with SDC and based on two clerks** | **£200** |
| **Ballot Paper** | **£** |
| **Postal Votes (split with SDC )** | **£300** |
| **Poll Cards** | **£300** |
| **Count** | **£120** |
| **Administration** | **£50** |
| **Payroll** | **£50** |
| **Estimated Total** | **£820.00** |

**Action Required:** To consider whether the annual budget of £250 is sufficient.

1. **Uncontested election: Cost will be in the region of £100.**
2. **Training Costs: In 2018-19 the Councillor Training Budget is £300 of which to date £35 has been spent.**

**Action Required:** To consider whether the Councillor Training Budget be increased in 2019-20 in anticipation of new councilors being elected.

1. **Business Continuity**

There is potential for a period between retirement of outgoing Councilors (7 May) and incoming Councilors having signed Declaration of Acceptance of Office when business continuity needs to be ensured – these include:

1. Banking – between resignation of outgoing councilors and updated bank mandate being activated. The following proposal is made ‘it is **resolved** that, for the purpose of business continuity following the 2019 Parish Council Election, until such time as an updated bank mandate be activated, outgoing councilors continue to be signatories to the account and will be asked to process only those payments authorized by the council’.
2. Planning Applications – The following proposal is made ‘it is **resolved** that, for the purposes of business continuity following the 2019 Parish Council Election, any time critical Planning Application responses be agreed, as far as possible before resignation of outgoing Councillors (7 May). Where this is not possible then remaining Councillors will agree the response if it cannot wait until 15 May Annual Meeting. If there are no Councillors remaining then the outgoing Chairman and the Clerk will agree the response.
3. **Promotion of Vacancies**

As the Council is currently and has for some time, not had the full complement of Councilors it would seem appropriate to promote, as broadly as possible, the election in order to maximize potential for recruitment.

1. WALC Event: WALCis running events for potential Councillors and Appendix a, is the flyer promoting this. It is proposed that this be extensively displayed both as a poster and hard copies to be picked up (website, shop, noticeboards, community centre and facebook, Parish Magazine). Consideration could also be given to delivering to households (particularly in Fulready – possibly with direct message regarding need for Fulready to be represented).
2. Parish Meeting: The format of last year’s Parish Meeting lends itself to promoting the work of the Parish Council and to engaging potential future Councillor Candidates. The Parish Meeting must be held between 1 March and 1 June (inclusive). The deadline for nominations to be submitted to Stratford District Council is 3 April. It is proposed that the Parish Meeting be held on a Saturday during March to accommodate the nomination deadline and Councillors be nominated to work on how the event be best utilized.
3. Other: To consider what other means of promotion can be used.
4. **Induction**

WALC hold Induction Training for Councillors and this should be promoted. In-house inducation should also be considered and Councillors are asked to consider what this should include in order that this can be considered at a future meeting.

**Appendix a**

