

Parish & Town Council Elections 2020

SLCC Northants Branch
6 February 2020
Bugbrooke Community Centre

What we're covering today

- ▶ Recruitment of candidates for election
- ▶ The nomination process
- ▶ What to do before polling day
- ▶ What to do after polling day
- ▶ The first council meeting, and beyond

Copy of slides at www.northantscalc.com/slcc

What we're covering today

Have I thought of
everything?

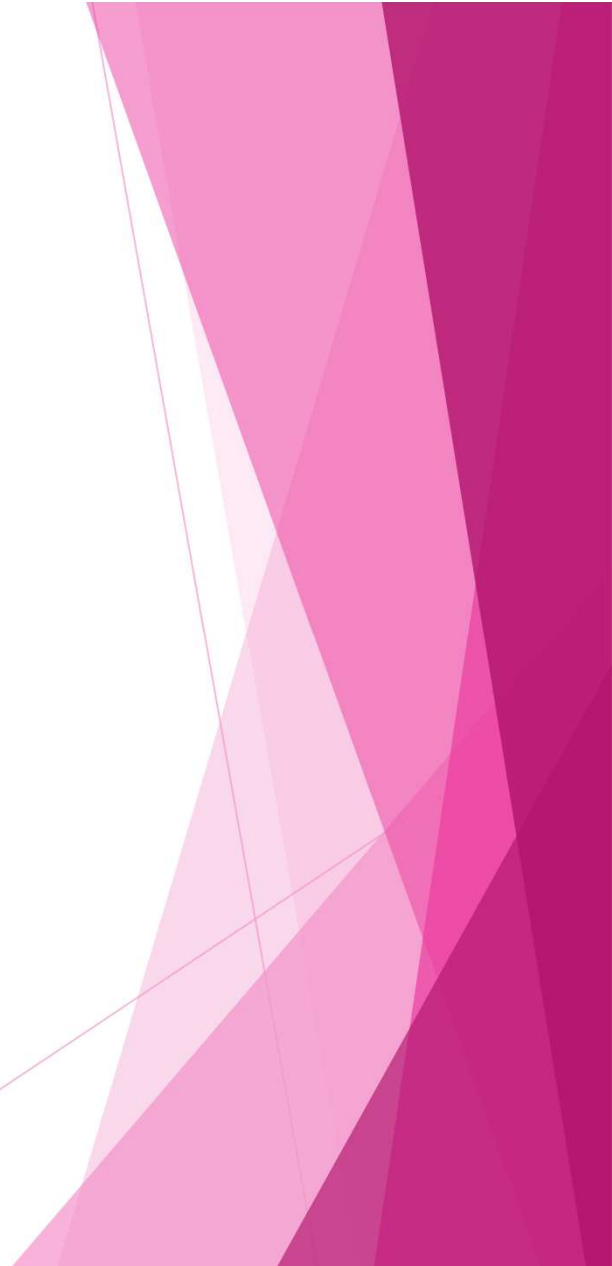


What we're covering today

Clerk has ^{*statutory*} no role in the
election process.

Recruitment of Candidates

The hardest part!



Recruitment of Candidates

- ▶ Start now, if you haven't started already (62 days left!)
- ▶ Ends at 4pm on Wednesday **8 April 2020** (close of nominations)
- ▶ How many new candidates does your council need?
- ▶ Objective is to have a contested election (isn't it?!!)

Recruitment of Candidates

- ▶ Advertising and promotion - the “hook”
- ▶ Information and guidance - the “bumf”
- ▶ Don’t forget the person spec - the “ask”
- ▶ Call to action - the “close”
 - ▶ Nomination process

Recruitment of Candidates

The screenshot shows a website for a Parish Council. The header features the text "Parish Council" in a cursive font. Below the header is a navigation menu with items: HOME, COUNCIL MEMBERS, COUNCIL NEWS, USEFUL LINKS, VILLAGE NEWS, VILLAGE HALL, PARISH CHURCH, WW1 MEMORIAL, POCKET PARK, PLANNING, NHW ALERTS, NEIGHBOURHOOD WATCH, PARISH PLAN, FEEDBACK, CALENDAR, ANNUAL REPORT, HISTORICAL MINUTES, and 2018/19 ACCOUNTS. The main content area is titled "WELCOME TO (NORTHAMPTONSHIRE) PARISH COUNCIL'S WEBSITE" and includes a search bar, a map of England, and a list of news items such as "PC ELECTION 7 MAY 2020 nomination forms", "Historical Minutes", "Hannington Life", "Church Services", "Agenda & Minutes", "HPC Annual Report", and "Planning". A footer at the bottom states "We use cookies to ensure you get the best experience on our website [More info](#)".

Recruitment of Candidates

[News Index](#)

PC ELECTION 7 MAY 2020 nomination forms

03 February 2020

Anyone wishing to stand as a Parish Councillor must complete the nomination forms and return, on person to Daventry District Council between Monday 30 March and Wednesday 8 April - weekdays only and will need to make an appointment between 10am and 4pm for an informal check.

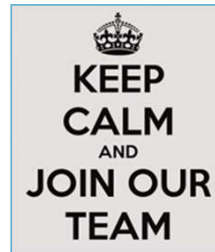
Copies of the election pack can be found under Minutes & Agendas - folder 1c Election Forms

[External Link](#)

Recruitment of Candidates

- ▶ Mystery shopping results





It's election time at Great Pipping Parish Council!

Expressions of interest **are welcomed** from anyone who is over 18 years old.

As a councillor representing your community you will help keep it a great place to live and work. You will be supported in your role and will be expected to **undertake training**. You should **be comfortable working electronically**. You should **have a positive outlook** and a **can-do attitude** and be willing to **work as part of a team**.

If you are interested in joining the council **please contact** the Clerk **John Smith** for more information at clerk@greatpipping-pc.gov.uk or 01234 522222.

The Parish Council currently meets in the evening on the fourth Wednesday of alternate months. **If you care about your community** and would like to help make a real difference then **why not**

Become a Parish Councillor!

Recruitment of Candidates

- ▶ Clerk and existing councillors have a responsibility to promote candidacy
- ▶ Web site, flyers, notice boards, events, presentations to groups and organisations
- ▶ One-to-ones, word of mouth, direct approach

Recruitment of Candidates

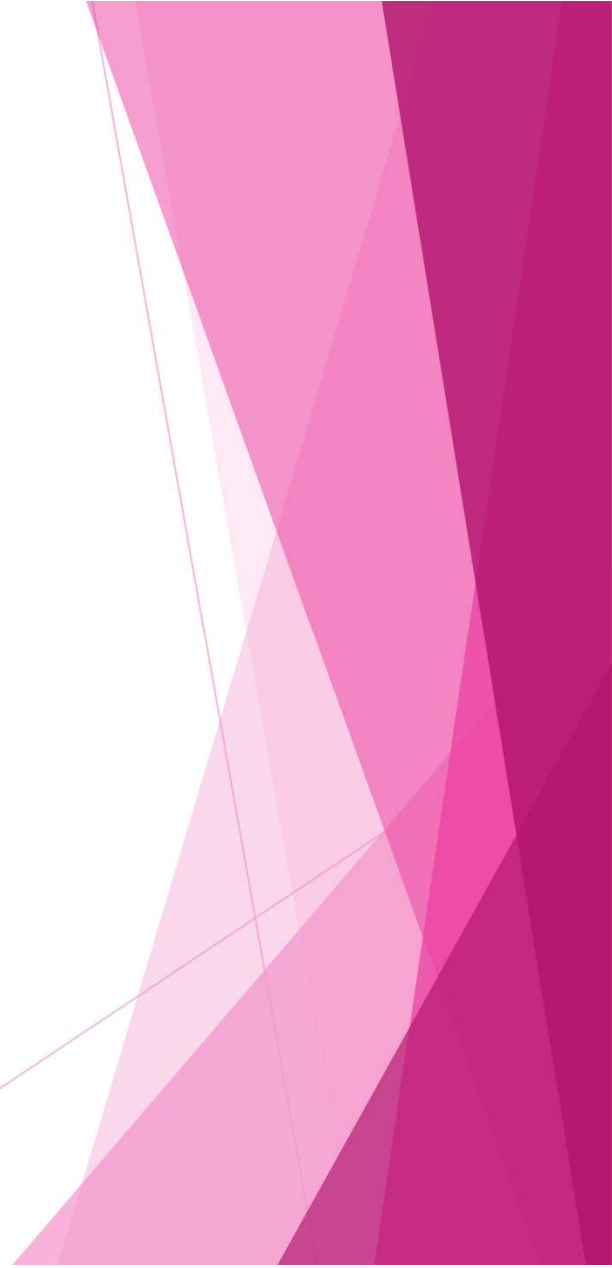
- ▶ Put yourself in the shoes of a member of the public
- ▶ Better still, ask a random person!
- ▶ Be positive and upbeat
- ▶ It is a genuinely valuable role

Recruitment of Candidates

**4pm Wednesday
8 April 2020**

The Nomination Process

The time-critical part!



The Nomination Process

- ▶ Nomination Pack (13 pages)
 - ▶ Nomination paper
 - ▶ Home address form
 - ▶ Candidate's consent to nomination

- ▶ Certificate of authorisation
- ▶ Request for a party emblem

www.electoralcommission.org.uk/media/5016

The Nomination Process

	Date received	Time received	Initials	No.
Office Use Only				

1a

Parish election in England

Nomination paper

*ELECTION OF PARISH COUNCILLORS for the	
1	*[ward of the] if applicable
*parish of <small>*Delete whichever is inappropriate</small>	2
Date of election:	

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) <small>use no more than six words</small>	

	Signature	Print name	Electoral number	
			Polling district	Electoral number
Proposer:				
Secunder				

¹ Insert name of parish ward (if any).
² Insert name of parish.

The Nomination Process

- ▶ Must be signed by two people - proposer and seconder from parish/ward
- ▶ Need their elector numbers (e.g.DG289) from electoral register
- ▶ Available from the clerk or Electoral Services

The Nomination Process

1c	Parish election in England	Candidate's consent to form
*Delete whichever is inappropriate		
Date of election:		
I (name in full):		
hereby consent to my nomination as a candidate for election as councillor for the:		* ward [if applicable]
of the *parish of:		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that		
*a. I am registered as a local government elector for the area of the parish of		
or		
*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above;		
or		
*c. my principal or only place of work during those 12 months has been in the parish named above;		
or		
*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.		
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).		
Date of birth:	Signature:	Date of consent:
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.		
Witness (name in full):		
Witness's signature:		
Notes: A candidate who is qualified by more than one qualification may complete any of those which may apply.		

The Nomination Process

- ▶ Forms must be delivered by hand to district/borough council
- ▶ By the candidate or a trusted person
- ▶ Appointment for informal check
 - ▶ 1 April 2020 to 8 April 2020 (tbc)
 - ▶ 10:00 - 16:00 (tbc)
 - ▶ Amendments

Recruitment of Candidates

**4pm Wednesday
8 April 2020**

The Nomination Process

- ▶ At close of nominations
 - ▶ “We did all we possibly could have”
not
 - ▶ “Perhaps we should have...”

The Nomination Process

- ▶ By 4pm on Thursday 9 April 2020
 - ▶ Statement of Persons Nominated
or
 - ▶ Notice of Uncontested Election

The Nomination Process

▶ Summary of Clerk's Role

- ▶ Have nomination papers ready, electronic and hard copy
- ▶ Have up to date copy of electoral register
- ▶ Keep in touch with all potential candidates
- ▶ Be helpful and be a point of contact

What to do before polling day



What to do before polling day

Thursday
7 May 2020

What to do before polling day

- ▶ If contested, not much!
 - ▶ Candidate campaigning is unusual
 - ▶ Pre-election period (“purdah”)
 - ▶ Promotion of candidates?

What to do before polling day

- ▶ Contact all candidates soon after 9 April 2020
 - ▶ If contested - to introduce yourself, wish them luck and spell out what will happen if they are elected and what happens if they are not elected.
 - ▶ If un-contested - to introduce yourself, congratulate candidates and begin preparations for the first meeting.

What to do before polling day

- ▶ Uncontested election? Get ahead of the game by...
 - ▶ Issuing new councillor packs
 - ▶ Setting up councillor emails
 - ▶ Preparing to fill vacancies
 - ▶ A few - fill within 35 days of election
 - ▶ Many (inquire) - contact district/borough

What to do after polling day



What to do after polling day

- ▶ Polling day is 7 May 2020
- ▶ Polls open at 7:00 and close at 22:00
- ▶ Run entirely by district/borough council
- ▶ Counting is likely to take place on Monday 11 May 2020
- ▶ Results announced immediately

What to do after polling day

- ▶ New councillors (whether elected contested or elected uncontested) come into office on Monday 11 May 2020, it being the fourth day after the election.
- ▶ Monday 11 May 2020 is also the first possible date for the Annual Meeting of the council.

What to do after polling day

- ▶ Contact all the candidates after a contested election
 - ▶ Congratulate the successful ones
 - ▶ Commiserate and thank the unsuccessful ones
- ▶ Start preparing the new councillors for the first meeting



The first council meeting, and beyond

The first council meeting, and beyond

- ▶ New councillor packs issued
 - ▶ Hard copy or online
 - ▶ Standing Orders, Financial Regulations, Code of Conduct, Council Policies, Council Services, etc.
 - ▶ Key contact details - parish, district, county, Northants CALC

The first council meeting, and beyond

- ▶ New councillor packs (continued)
 - ▶ Forms
 - ▶ Declaration of Acceptance of Office
 - ▶ Register of Member's Interests
 - ▶ Consent to be served documents by email
 - ▶ GDPR Security Compliance Checklist

The first council meeting, and beyond

- ▶ Annual Meeting of the council must be held on or within 14 days of the day councillors came into office.
- ▶ 11 May - 25 May 2020.
- ▶ Preparing in advance avoids panic

The first council meeting, and beyond

- ▶ Annual Meeting agenda
 - ▶ Election of chairman
 - ▶ Must be the first item
 - ▶ Who presides?
 - ▶ To receive declarations of acceptance of office or to resolve that declarations be received at or before next meeting

The first council meeting, and beyond

- ▶ Annual Meeting agenda
 - ▶ To remind councillors to complete and return **Return of Election Expenses** form
 - ▶ To remind councillors to complete and return **Register of Member's Interests** form
 - ▶ Transact other normal Annual Meeting business

The first council meeting, and beyond

▶ Annual Meeting agenda

- ▶ Appointment of representatives etc (may need to be thought about in advance)
- ▶ Approval of bank signatories (can prepare in advance)
- ▶ Transact ordinary business

The first council meeting, and beyond

- ▶ Thinking further ahead
 - ▶ Induction Session
 - ▶ Training and development plan
 - ▶ Strategy/Vision meeting
 - ▶ Team building
 - ▶ Culture

What we've covered today

If in doubt,

ASK!

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