

# ALDERHOLT PARISH COUNCIL INFORMATION AND DATES FOR 2019 ELECTIONS

This factsheet is for staff, current Cllrs and potential nominees for Alderholt Parish Council for the May 2019 Parish Council elections.

Further detailed information is available on the Dorsetfor you website including nomination papers <https://www.dorsetfor you.gov.uk/councillors-committees-elections/elections-and-voting/current-elections-and-referendums/dorset-council-area-elections-referendums-and-local-polls.aspx>

## Key names

- Returning Officer – responsible for running the election
- Deputy Returning Officer – delegated responsibility for running all or part of the election
- Elections Team – responsible for delivering the election
- Candidate – an individual seeking election

Nomination papers are no longer being sent in paper copy to offices but the parish office will print up copies if required. The parish office also has details of electoral numbers required for the nomination papers.

## Summary of Nomination procedure:

1. 9 Parish Councillors for the whole parish of Alderholt (no wards)
2. 5 year term of office 2019 – 2024 for parishes within new Dorset Council (this is normally 4 years)
3. Terms of Office effective from Monday 6<sup>th</sup> May (although this is a public holiday)
4. Current Councillors, apart from the Chairman and Vice Chairman, will retire on the fourth day after the elections. (Monday 6<sup>th</sup> May) The Chairman and Vice Chairman continue in office until the Chairman is elected at the Annual Council Meeting.
5. Completed nomination papers can be submitted to the Returning Officer at any time from Monday 18 March 2019 up to the deadline of 4pm on Wednesday 3 April 2019.
6. Nomination papers must be delivered by hand and cannot be accepted if they arrive in the post. An appointments system will operate to receive nomination papers. **Call 01305 838299 from Friday 1 March 2019 to book an appointment. The nearest location to Alderholt is Allenvie House, Hanham Road, Wimborne , BH21 1AJ**
7. The Notice of Election will be published on the Dorsetfor you website.
  - ❖ Uncontested = if the number of candidates is equal to or less than the number of seats on a town or parish council (or ward). All candidates are therefore declared elected to the council but their term of office does not commence until the fourth day after polling day(6<sup>th</sup> May)
  - ❖ Contested = if the number of candidates exceeds the number of seats. Proceeds to a poll on 2 May 2019
8. If the number of nominations received by the deadline is less than the quorum of APC council which is 3;
  - ❖ Anyone validly nominated will be declared elected

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- ❖ Returning Officer will order a further election to fill the remaining vacancies
9. If there are insufficient valid nominations to fill all seats on your council – but it is quorate and can therefore function – the council may co-opt to fill the vacancies.
- ❖ Ideally within 35 working days from election date.
  - ❖ No requirement for public notice of vacancies.
  - ❖ Co-option can take place at the first meeting after the election.
10. If Alderholt Parish Council has insufficient nominations to have at least 6 Councillors elected (either through an election process or because its uncontested) they will not meet the criteria for General Power of Competence and will lose this important financial power

### **Qualifying as a candidate**

To qualify as a candidate a person must meet certain criteria. Full details are available on the nomination papers but a summary is as follows:

- ❖ have attained the age of at least 18 years; and • be a British citizen, a qualifying Commonwealth citizen, or a citizen of any other member state of the European Union.
- ❖ A prospective candidate must also meet at least one of the following four qualifications on the day they are nominated and on polling day: they are registered as a local government elector for the parish or town council area in which they wish to stand; or
- ❖ they have, during the whole of the previous 12 month period, occupied as owner or tenant any land or premises in the parish or town council area; or
- ❖ their main or only place of work during the whole of the previous 12 month period has been in the parish or town council area; or
- ❖ they have, during the whole of the previous 12 month period, lived in the parish or town council area (or within 4.8 km of it)

### **A person cannot be a candidate if at the time of their nomination or their election:**

- ❖ they are employed by the parish or town council or hold a paid office under that council;
- ❖ they are the subject of a bankruptcy restrictions order or interim order in England or Wales;
- ❖ they have been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine, during the five years before election day (i.e. since 1 May 2014); or
- ❖ a person may also be disqualified from election if they have been convicted or reported guilty of a corrupt or illegal practice by an election court, or if they have been disqualified from standing for election to a local authority

# **ALDERHOLT PARISH COUNCIL INFORMATION AND DATES FOR 2019 ELECTIONS**

## **Taking Up office**

1. Councillors cannot act in that capacity until they have signed a **declaration of acceptance of office in the presence of the Clerk as Proper Officer**
2. This can be done at any time from taking office but is often done immediately prior to the annual meeting
3. **Councillors must complete a register of interests form within 28 days of taking office** ie by Monday 3 June 2019
4. The clerk will publish on website and send to Monitoring Officer

## **Annual Parish Council Meeting (first meeting of new Council)**

**Alderholt Parish Council Annual meeting will be Monday 13<sup>th</sup> May 2019 7.00pm**

**At this meeting, The Chairman, Vice Chairman and Committee membership will be agreed. You will have the opportunity to nominate yourself for committees and as a representative for external groups and bodies.**

**You will be summoned to attend all Council meetings and any Committee meetings that you are elected to be on. If you are unable to attend, you must submit your apologies with reasons which will be put to council to be accepted by resolution.**

**The agenda and any associated reports will be sent to you by email (upon your agreement) or posted to you 3 clear days before the meeting.**

**You should read all relevant documentation for the meeting so that you are able to make informed decisions. If there is insufficient information within the documentation to do this, any Cllr can request that the item be deferred which needs to be agreed by resolution of those present.**

**If there is any item on the agenda in which you have a pecuniary (financial) interest you will need to declare this under the relevant agenda item and will not be able to take part in the discussion or vote (for further information on this refer to the clerk or monitoring officer)**

**You will be given a members handbook with information about Alderholt Parish Council including Council Policies.**

**The clerk has a wealth of information so anything you are unsure of, please ask.**

## **In the event of an election;**

1. Parish Council Election costs will paid for through Parish Council Funds
2. Candidate expenses;
  - ❖ Spending limit is £740, plus 6p per local government elector in the parish, community, town council area or ward in which they are standing.
  - ❖ A record must be kept of all candidate spending and invoices/receipts provided for all payments of £10 or more.

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- ❖ The Declaration by Candidate as to Election Expenses AND Return of Election Expenses MUST be returned, even if NIL expenditure, within 28 calendar days after the day of the election – 30 May 2019.
  - ❖ Any expenses incurred are not recoverable!
  - ❖ For more information about standing as a Parish Councillor, please refer to <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>
3. The Annual Council Meeting must be held on the day when the councillors take office or within 14 days of that date
- ❖ For councils with a contested election, the earliest that this can be held is Monday 13 May to allow for the three clear days' notice period.
  - ❖ **Aldersholt Parish Council Annual meeting will be Monday 13<sup>th</sup> May 2019 7.00pm**
  - ❖ Agenda must be sent to retiring chairman and vice-chairman even if they have not been re-elected – they continue to hold those positions until the Annual Council Meeting
  - ❖ Order of business as set out in APC Standing Orders
  - ❖ Election of Chairman (presided over by outgoing Chairman) and signing of Declaration of Acceptance of Office
  - ❖ Election of Vice-Chairman (presided over by new Chairman) and signing of Declaration of Acceptance of Office
  - ❖ Co-option to fill vacancies

### **Purdah**

This is the period of time immediately before elections when specific restrictions on communications activity are in place

- ❖ The terms 'pre-election period' and 'heightened sensitivity' are also used
- ❖ Runs from the publication of Notice of Election, 15<sup>th</sup> March to close of poll
- ❖ The test: 'could a reasonable person conclude that you were spending public money to influence the outcome of the election?'
- ❖ Advice on Local Government Association website ([www.local.gov.uk/our-support/purdah](http://www.local.gov.uk/our-support/purdah))

The Parish council shouldn't:

- ❖ Produce publicity on matters which are politically controversial
- ❖ Make references to individual politicians or groups in press releases
- ❖ Arrange proactive media or events involving candidates
- ❖ Issue photographs which include candidates
- ❖ Supply council photographs or other materials to councillors or political group staff unless you have verified that they will not be used for campaigning purposes

Otherwise business as usual

# ALDERHOLT PARISH COUNCIL INFORMATION AND DATES FOR 2019 ELECTIONS

## Key Dates

| <b>Events</b>  | <b>Date</b>   |
|--|---|
| Publication of notice of election  | Friday 15 <sup>th</sup> March   |
| Purdah starts  |   |
| Delivery of nomination papers and withdrawal of nomination                   | Monday 18 <sup>th</sup> March Until Wed 3 <sup>rd</sup> April                           |
| <b>Deadline for nominations</b>  | 4pm Wednesday 3 <sup>rd</sup> April   |
| <b>Publication of statement of persons nominated</b>                         | Thursday 4 <sup>th</sup> April  |
| Publication of notice of poll  | Wednesday 24 April  |
| <b>POLLING DAY</b>   | <b>Thursday 2<sup>nd</sup> May 7am-10pm</b><br><b>Alderholt Village Hall</b>            |
| <b>Count for Parish and Town Cllrs</b>                                       | Saturday 4 <sup>th</sup> May<br>Redlands Leisure Centre Weymouth                        |
| Delivery of return as to election expenses (parish council elections only)   | Thursday 30 <sup>th</sup> May   |
| New term of Office commences for Parish Councillors                          | Monday 6 <sup>th</sup> May  |
| <b>Alderholt Parish Council Annual Meeting</b> (1st meeting for Councillors) | <b>Monday 13<sup>th</sup> May 2019 7.00pm</b><br>Committee Room, Alderholt Village Hall |