

Elections – 2 May 2019

Timetable

Clerk's Briefing Note for prospective Councillors

In March, I will receive nomination packs for all the available seats on the Council plus some additional ones for anyone else who might want to stand. This will include the nomination form, the consent form, a request for the Electoral Register (only to be used for election purposes) and an expenses form.

I will receive the 'Notice of Election' by Tuesday 26 March and will display it on the Skimmingdish Lane noticeboard. Once the Notice has been posted by CDC the Council is officially in 'Purdah' and Councillors need to be careful about the decisions made at Council meetings.

All nominations for Councillor must be submitted to CDC by hand no later than 4pm on Wednesday 3 April (and preferably sooner!). CDC will publish a 'Statement of Persons Nominated' notice by 4pm on Thursday 4 April.

On Wednesday 24 April there will either be a 'Result of Uncontested Election' OR a 'Notice of Poll'.

If there is a poll CDC will liaise with the candidates directly.

On 2 May, the polling hours will be 7am to 10pm. In the past, the Count has been the following day (Friday 3 May with the time tbc) at Spiceball Leisure Centre in Banbury. If you'd like to go to the Count, whether or not there's a poll, please let me know.

After the election (whether contested or uncontested) all Councillors come into office 'on the fourth day after ordinary date of election' – Tuesday 7 May (Monday being a bank holiday).

All councillors must send off a completed Election Expenses form (even if it's a nil return) by 30 May.

Once the Councillors are elected they must all complete Declaration of Acceptance of Office forms (certainly before the first meeting commences if in attendance) and within 28 days (so by 4 June) must complete new Registration of Interests forms which go back to the CDC Monitoring Officer.

Whether or not the current Chairman has been elected, they remain as Chairman until a successor has been elected at the Annual Council meeting which must be held

within 14 days of the Councillors coming into office on 7 May, the latest date is 21 May and the first business is to elect the Chairman. We have already set the date as 15 May.

Completing the Nomination and Consent forms

You will need to fill in your surname, other forenames in full, a commonly used surname (if any), commonly used forenames (if any), a Description (which is usually used for political affiliation) and your home address in full, together with your title, email address and telephone number.

You will need to have two people who are on the village Electoral Register to propose and second you. These people can come to me for their Electoral Number or you are entitled to ask for an Electoral Register for the purpose.

You will also need to complete a 'Consent to Nomination form' (apparently the consent form is necessary as there have been people who have been nominated without their consent!). This form requires your name, address, electoral number and for you to complete a declaration. It is advisable to complete all the sections of the declaration relevant rather than just one. Again, I can give you your electoral number. This form needs to be witnessed, but not necessarily by anyone in the village.

A word of warning about proposers and seconders. These people may not sign (subscribe) more papers than there are seats in the parish, so it's a good idea to get different people to do it otherwise the nomination may be invalid.

Once you have completed the forms you are strongly recommended to take them to CDC yourself (or one candidate can take them for some, or all, of you). I have been expressly told that postal nominations may not be accepted and that I, as Clerk, am not supposed to take the forms up.

You will need to book an appointment with the elections team (01295 221534, elections@cherwellandsouthnorthants.gov.uk) so that they can check the forms.

Whilst all this does sound rather onerous, it isn't really and if I or the elections team at CDC can help, do let me know.

And Finally

Once elected all Councillors will need to complete the expenses return – even if you have none – this isn't for re-imbursement though. The form will need to be sent to CDC.