

# CAVERSFIELD PARISH COUNCIL

## Elections – 4 May 2023

### Timetable

#### **Clerk's Briefing Note for Prospective Councillors**

In March, the nomination packs will be made available electronically. The nomination pack 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. A link will be put on the website from the Electoral Commission.

The Clerk will receive the 'Notice of Election' on Monday 27 March and will display it on the noticeboards and on the website. Once the Notice has been posted by CDC, the Council is officially in the 'pre-election period' (formerly known as 'Purdah') and current Councillors need to be careful about the decisions made at Council meetings.

All nominations for Councillor must be submitted to CDC by hand between Tuesday 28 March and Tuesday 4 April between 10am and 4pm (see below for delivery arrangements). CDC will publish a 'Statement of Persons Nominated' notice by 4pm on Wednesday 5 April and we will be notified whether the election is contested or not.

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

The Voter Registration deadline is 11:59pm on Monday 17 April and the Notice of Poll will be issued on 25 April.

On 4 May, the polling hours will be 7am to 10pm. The Count will take place at Spiceball Leisure Centre in Banbury on Friday 5 May. If there is a poll, it is the candidates' right to attend and scrutinise should they wish. Unfortunately, general members of the public are not able to attend as there is not sufficient room.

After the election (whether contested or uncontested) all Councillors come into office 'on the fourth day after ordinary date of election' – Tuesday 9 May (moved because of the Coronation bank holiday).

All councillors must send off a completed Election Expenses form (even if it's a nil return) by 1 June (28 calendar days after the election).

Before the May meeting, once the Councillors are elected, they must all complete Declaration of Acceptance of Office forms (certainly before the first meeting commences if in attendance) which the Parish Council supplies, and within 28 days (so by 5 June) must complete new Register of Members' Interests forms which go back to the CDC Monitoring Officer, are scanned (with redacted signatures) and published on

the CDC website. If you have an interest which could be an issue, please let me or the Elections team know so that we can ensure that information is kept confidential.

Whether or not the current Chairman has been elected, they remain as Chairman until a successor has been elected at the Annual Parish Council meeting which must be held within 14 days of the Councillors coming into office on 9 May; the latest date is 23 May and the first business is to elect the Chairman.

#### Completing the Nomination and Consent forms

There are guidance notes accompanying the Nomination form.

The nomination paper is available via the Electoral Commission website at <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england> and the process is detailed on the Parish Council website at <https://www.caversfieldpc.org.uk/may-2023-elections/nomination-papers-for-parish-council-elections-2023/>

However, here is a brief guide.

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 also have the option to suppress your home address (part 2 of the home address section).

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 (but for no other reason). Please note that if you are found to have used it for any other purpose, you can be prosecuted.

You will also need to complete a 'Consent to Nomination form' (the consent form is necessary as people have been nominated without their consent in the past). 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.

Both the home address form and the consent form must be witnessed by the same person.

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 the District Council Offices at Bodicote House yourself. The Elections Team is encouraging

one candidate (but not the Clerk) to deliver the papers for as many candidates as possible to reduce the number of people visiting Bodicote House. Postal nominations WILL NOT be accepted.

You MUST book an appointment with the elections team (01295 221534, [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)) so that they can check the forms. They will receive forms between Tuesday 28 March and Tuesday 4 April - 10am and 4pm.

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.

Jane Olds  
Parish Clerk  
15 February 2023