

## Policy and Resources Committee Meeting

Wednesday 16<sup>th</sup> February 2022

### Town Council Elections and Appointments

#### 1. PURPOSE

- 1.1 To inform Councillors of the important Dates and processes for the forthcoming Elections.

#### 2. BACKGROUND

- 2.1 The Town Clerk has attended SLCC training on the role of the Clerk during the forthcoming elections, noting relevant dates of importance and processes which need to be completed in particular timescales.

#### 3. PROPOSALS

- 3.1 Maps of the 6 wards have been downloaded, and a new map will be produced to showcase these, (numbers of electors in each ward are also included on these maps), along with a list of polling stations, and confirmation of 17 Town Councillor Seats being created to cover the 6 wards.
- 3.2 MCC are starting the Pre-election Period on 16<sup>th</sup> March 2022. The Notice of Election must be received no later than 29<sup>th</sup> March 2022. This will be displayed in the Notice Board, on the website, and can also be shared on our Facebook page.
- 3.3 Delivery of Nomination Papers must be no later than Tuesday 5<sup>th</sup> April 2022.
- 3.4 Statement of Names Nominated will be released by Thursday 7<sup>th</sup> April 2022.
- 3.5 During the Pre-Election Period, the Town Clerk and ATC should NOT: 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, continue hosting third party blogs or e-communications, help with national political visits (as this would involve using public money to support a particular candidate or party). These should be organised by political parties with no cost or resource implications for the council.
- 3.6 Pre-Election period does not interfere with the **usual activities** of the Council, i.e. meetings can continue as usual.
- 3.7 Term of Office will end for current Councillors on Monday 9<sup>th</sup> May, and the new Term of Office will start from this date.
- 3.8 An AGM will need to take place between 10<sup>th</sup> – 23<sup>rd</sup> May 2022. This must be overseen by the outgoing Chair and Vice Chair. In order to have sufficient time to notify the newly elected Councillors of this, it is proposed to have this on or after 12<sup>th</sup> May 2022.

3.9 New Councillors will need to be provided with information on the Code of Conduct, The Good Councillors Guide, Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Budget and Financial Details, and Staff Structure. Training requirements will include Roles and Responsibilities of the Councillor and Clerk/RFO, What To Expect From The Clerk, How decisions are made, and how decisions of the Council are carried out. It is recommended to make all of this available on a memory stick to be given to newly elected Councillors.

#### **4. RECOMMENDATIONS.**

4.1 To accept the report and recommend a proposal to allow the Clerk to pull together relevant materials for the incoming councillors as set out in 3.9.