



Briefing Note

Parish Council Elections 4 May 2017

Prospective candidates are advised to obtain a nomination pack from the clerk or directly from the returning officer. This Briefing Note contains only a summary of essential information and does not include the full details you need to prepare and submit a nomination.

1.0 BACKGROUND

1.1 Cornwall Council has started the process of making arrangements for the forthcoming elections by writing to clerks giving an initial timetable for candidates. The Cornwall Association of Local Councils (CALC) have also written to clerks with specific advice on how the election should be managed locally. This briefing note sets out changes that have been made that affect people intending to stand for office and a timetable for action.

1.2 The Clerk is able to give advice to anyone intending to be nominated, and is limited to explaining how the process works and what the role of an elected councillor is. Contact details are included at the end of this note.

2.0 THE CHANGES

2.1 Cornwall Council has introduced changes to the nomination process which candidates must comply with. If you do not follow their instructions, your nomination will be invalid. Delivery of nomination papers described below only applies to candidates in the south-east Cornwall constituency.

2.2 Nomination papers must be hand delivered in person (but not necessarily by the candidate) to a nominated One Stop Shop. **St Austell One Stop Shop** is open on Tuesday 21, Wednesday 22, Thursday 23, Monday 27, Tuesday 28, Thursday 30, Friday 31 March. Then Monday 3 and Tuesday 4 April. The OSS is open from 9am to 1pm and 2pm to 6pm. BUT on Tuesday 4 April the OSS closes at 4pm.

The St Austell One Stop Shop is located at Cornwall Council office, 39 Penwinnick Road, PL25 5DR.

2.3 Candidates may also hand deliver papers to the **Liskeard One Stop Shop** on Friday 24 and Wednesday 29 March from 9am to 1pm and 2pm to 6pm. On Saturday 25 March, the OSS is open from 9am to 1pm.

The Liskeard One Stop Shop is located at Cornwall Council office, Luxstowe House, Greenbank Road, PL14 3DZ.

2.4 Candidates may book an appointment with council officers and informally check their papers before submission. Telephone **01209-614373**.

3.0 THE ELECTION TIMETABLE

20 March 2017	Cornwall Council will give notice of the election. Any councillors or residents wishing to stand in the election can now submit their nomination forms. Clerk will have nominations forms available from this date or candidates may apply personally to Cornwall Council.
4 April 2017 4pm	Closing date for nominations and for any applications previously submitted that candidates wish to withdraw.
5 April 2017	Cornwall Council will publish statement of persons nominated. If the number of people nominated is the same as or less than the number of seats in the council, there will be no election because there are sufficient people to fill the vacant seats. This means that councillors have been elected without contest. If more than the number of seats are nominated, a contested (competitive) election will be held.
4 May 2017	Parish and unitary elections held from 7am to 10pm
5 May 2017	Declaration of results

4.0 DOCUMENTS AND REFERENCES

Link to Cornwall Council web page

www.cornwall.gov.uk/council-and-democracy/elections/current-and-forthcoming-electionsreferendums/cornwall-council-and-parish-and-town-council-elections-4-may-2017

Or search online for Cornwall Parish Elections 2017

The Good Councillors Guide

Simply written explanation on the role and working of parish councillors

www.nalc.gov.uk/library/publications/801-good-councillors-guide/file

Advice for people intending to stand in local elections

www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales

The Returning Officer for Cornwall is Kate Kennally.

Her office may be contacted via the St Austell One Stop Shop on 01209-614373.

Author: John Hesketh. Parish Clerk and RFO

Date: 10 March 2017

Contact Menheniot Parish Council	
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