

Llangammarch Community Council



Information for candidates standing for election/co-option

Sue Lilly
Llanddewi
Cefn Gorwydd
Llangammarch
Powys
LD4 4DN
clerk@llangammarchCC.com

Revised 1st August 2020

Introduction

This short paper is designed to give an outline of Llangammarch Community Council and its activities so that candidates know about the information listed below.

1. Standing for election or as a casual vacancy

Powys County Council is the Electoral Authority and will issue the nomination forms for you to complete and organise the election process.

To be able to stand for election you must meet criteria which are:

1. You must be 18 years of age

2. You must reside either in the town
Or You may own property in the town
Or reside within 3 miles of the Ward

3. You **must not** have a current criminal record or be a bankrupt.
(Please contact the County Council for full details)

4. You must have the requisite signatures supporting your nomination form.

If you wish to gain more information in advance about the Council you can visit the Clerk who can help or speak to an existing Councillor.

2. Standing for co-option

Occasionally the Council may have a vacancy arising from a member's resignation, retirement, death or failure to attend for 6 consecutive months. This vacancy will be advertised as a statutory requirement to allow a resident of the particular ward to obtain 10 signatures to call an election.

If 10 signatures are not obtained, the Council is then able to enter into the co-option processes.

Co-option notices will be publicised on the Council website, social media, in noticeboards and within the press.

Applications will be invited for co-option and will be voted on via ballot at the next Full Council meeting following the closing date.

The successful candidate will then be contacted with the offer of co-option and following acceptance.

3. Responsibilities

The Council is responsible for many areas of activity including the following:

- a) Riverside Gardens
- b) Tan Y Deri Toilets
- c) Tan y Deri Playground
- d) Websites – www.llangammarchCC.com & www.llangammarch.wales
- e) Grants & Donations
- f) Planning Consultations

4. Authority

The only person or bodies which can make decisions on Council matters are:

1. The Full Council
2. A Committee with authority given to it by the Full Council
3. The Clerk (within the Law and the agreed delegated limits)

No individual Councillor has any authority to make a decision on their own nor may any individual Councillor commit the Council to any expenditure without the Clerk's permission.

4. Councillors

The Council has 8 councillors.

5. Council Meetings

The Full Council Meeting has an agenda which is set by the Clerk in consultation with the Chair.

However, the agenda is normally made up of items which have been put on the agenda by the Clerk.

All Councillors are summoned to attend meetings under the Local Government Act 1972 and permitted to vote at Full Council meetings which are held once a month.

6. Committee Meetings

The Council has a few Committees which deal with Council matters

7. How does a Councillor raise a topic?

To raise a topic a Councillor should approach the Clerk

The agenda for the Full Council meeting is set in advance by the Clerk in consultation with Chair.

No other items may be discussed at Full Council Meetings unless there are special circumstances.

8. Training for Councillors

There is training available for Councillors.

A budget is set annually for members training, which is encouraged and supported. One Voice Wales provides a list of modules for members to access to enable members to carry out their roles fully. Llangammarch also runs training in-house.

9. Voting

To make it clear to all Councillors, only those present at a meeting may cast a vote.

10. Policies in Place at time of Election/Co-option

The Council does work to approved policies and procedures which have been adopted and are reviewed regularly. These are published on the Council website.

11. Meeting schedule

The general meeting schedule of the Council is as follows:

Full Council meetings are held on 1st Wednesday of each month, except August (unless the level of business received dictates the requirement for a meeting.)

All meetings are held in the Alexandra Hall and in September in the Tirabad Hall, commencing at 7.30pm. During Covid-19 measures, meetings are held online. These can also be accessed by phone (landline or mobile).

12. Induction Meeting

The Clerk will hold an induction evening following the election (next due in 2021) so that the Council can be up to date with how things work and how new members can raise their individual manifestos. It is at this time Councillors will sign the Acceptance of Office and Code of Conduct Declarations.

The Councillors will sign the Acceptance of Office and Code of Conduct Declarations and their first meeting.

The first Full Council Meeting following an election will be the Annual Meeting to be held on the 1st Wednesday of May.

13. Annual Council Meeting

The first Annual Meeting of the Council is held on the 1st Wednesday of May each year at this meeting the new Chair and Vice Chair will be elected.

14. Publicity

The general official voice of the Council to the media is the Chair of the Council and Committees aided by the Clerk.

They may only express views in the press which have been so expressed by the Council and are in line with Council approved policy.

Councillors may also talk to the press but may not speak on behalf of the whole council.

The press is invited to attend Council meetings and much of the press coverage comes from those meetings.

The Clerk issues any press releases which are legal matters relating to the council and updates the web site with general news.

15. Website

The Council operates the website – www.llangammarchcc.com which is updated regularly.

16. Updates

The Councillors receive regular emails and updates from the Clerk which may require a response. If this is requested members are respectfully asked to respond to assist the running of the Council.

17. Information to the public

The Council passes information to the public as follows:

Website at www.llangammarchcc.com
Facebook page at Llangammarch History
Local NextDoor site

18. Clerk

Please contact the clerk if you wish to meet her.

Form for Applying to be a Councillor:

Name:

Address:

Post Code

Phone (s):

Email:

What interests you about being a councillor?

Do you have any interests or skills that might be useful to the council?

Sign here, confirming to the best of your knowledge that you meet the criteria to become a councillor:

Signed:

Date

Please return this form to the Clerk, 'Llanddewi', Cefn Gorwydd, Llangammarch, LD4 4DN or send an image of it to 'clerk@llangammarchcc.com'