

**Milly Southworth**

**From:** Julie Calleya <Julie.Calleya@cornwall.gov.uk>  
**Sent:** 04 February 2025 18:08  
**To:** CornwallALC Enquiries  
**Cc:** Training Cornwall ALC  
**Subject:** CALC: TOWN & PARISH COUNCILS ELECTIONS 2025 - DOCUMENTS TO NAVIGATE THE ELECTION PERIOD & TRAINING DATES

Information Classification: CONTROLLED

**To All Members,**

CALC has produced a series of documents which will help local Town and Parish councils navigate their way through the election period - follow this [link](#) to the **Town & Parish Council Elections 2025** page on the **CALC Website**.

Currently, on the website you will find the following:

- Guide to Town and Parish Council Elections in Cornwall - Timetable
- Local Councils Elections 2025 FAQ's
- Getting Involved Candidate Information Guide
- Standing for Election – a guide to the requirements and process of standing for election
- A Councillor Who Me? A5 leaflet

You will be required to login to your account to access some of the documents and should you require assistance with this, please email [enquiries@cornwallalc.org.uk](mailto:enquiries@cornwallalc.org.uk)

We are also very pleased to release the CALC Elections Training Calendar of events, covering a wide range of training opportunities from Code of Conduct for Councillors to Chairmanship skills, with the option to book bespoke sessions for your council.

Each bespoke session will cover a single topic and all councillors will be required to complete Code of Conduct training. You then have the option of adding two further training sessions, Chairmanship and/or Councillor Skills session and these can be booked for your whole council.

Sessions will be delivered by either Sarah Mason or Lee Dunkley.

We will be happy to accommodate the merging of smaller councils to facilitate a bespoke session, as a guide this will cover up to 16 members and please get in touch to discuss this in more detail.

**The calendar is open for evening, online training sessions. Should your council require a daytime or face-to-face session, please contact me directly to explore this further: [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)**

Tuesday, 11 March 2025	<b>Minutes &amp; Agendas</b>	<b>Face-to-face</b>	10am-4pm Carn Brea, Redruth	£75/£150 per member/non
Monday, 14 April 2025	Elections Part 2	Online	10am-12pm	£35/£70 per c member/non
Wednesday, 7 May 2025	Elections Part 2	Online	10am-12pm	£35/£70 per c member/non
Tuesday, 20 May 2025 AM	<b>ALL Members CODE CONDUCT FOR COUNCILLORS</b>	<b>Online</b>	10am-12pm	£25 per delegate, me member
Tuesday, 20 May 2025 PM	Bespoke Election Training	<b>Online</b>	6.30pm-8.30pm	£375/£750 per member/non



Wednesday, 21 May 2025 PM	Bespoke Election Training	Online	6.30pm-8.30pm	£375/£750 pe member/non
Tuesday, 27 May 2025 PM	Bespoke Election Training	Online	6.30am-6.30pm	£375/£750 pe member/non
Wednesday, 28 May 2025 PM	Bespoke Election Training	Online	6.30am-6.30pm	£375/£750 pe member/non
Tuesday, 3 June 2025 PM	<b>ALL Members CODE OF CONDUCT FOR COUNCILLORS</b>	Face-to-face	6.30pm-8.30pm Venue TBC - Truro	£27.50 per de member/non
Tuesday,3 June 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday, 4 June 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday, 4 June 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Tuesday, 24 June 2025 PM	<b>All Members CODE CONDUCT FOR COUNCILLORS</b>	Online	6.30pm-8.30pm	£25 per deleg member/non
Tuesday 1 July 2025 PM	<b>All Members CODE OF CONDUCT FOR COUNCILLORS</b>	Face-to-face	6.30pm-8.30pm Venue TBC – East/Bodmin Area	£27.50 per de member/non
Tuesday 1 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Tuesday 8 July 2025 PM	<b>All Members CHAIRMANSHIP FOR COUNCILLORS</b>	Face-to-face	6.30pm-8.30pm Venue TBC West	£37.50/£75 pr delegate, mer member
Tuesday 8 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday 9 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday 9 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Tuesday 15 July 2025 PM	<b>All Members CHAIRMANSHIP FOR COUNCILLORS</b>	Face-to-face	6.30pm- 8.30pm Venue TBC East	£37.50/£75 pr delegate, mer member
Tuesday 15 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday 16 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday 16 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Tuesday 22 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Tuesday 22 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday 23 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday 23 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Tuesday 29 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Tuesday 29 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non



Wednesday 30 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non
Wednesday 30 July 2025 PM	Bespoke Election Training	Online		£375/£750 pe member/non

Details are correct at the time of being published but may be subject to change and all prices quoted exclude vat. We will confirm venues for face-to-face training as soon as possible.

**Please email your booking requests to: [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk) and provide the following information:**

Name of Council:

Name of Clerk:

Clerk Email Address:

Contact Name of the person responsible for the booking:

Contact Email Address:

Invoice Email Address (if applicable):

Date and Time of Preferred Online Session:

Number of members for attendance records:

In the Subject Line: **CODE OF CONDUCT \* CHAIRMANSHIP \* COUNCILLOR SKILLS** (delete as necessary)

**Please note the following:**

For councils wishing to book a **bespoke online session**, you will be required to create the Teams or Zoom link and to host this meeting, including circulating this information to your members.

For councils wishing to book a **bespoke face-to-face session**, in the first instance, please contact me to explore this further.

(Also, please consider the requirement for suitable Wi-Fi-connection and the facilities to host this session, including tv screen/projector. The venue must be large enough to comfortably accommodate your members).

We will be happy to accommodate the merging of smaller councils to facilitate a bespoke session, as a guide this will cover up to 16 members and please get in touch to discuss this in more detail.

All Invoices will be issued 14 days before the training date.

Please note - we do require 14 days' notice to cancel or amend any Bespoke training session and 7 days for all other training sessions.

In addition to the above, please keep an eye out for the **full Training Bulletin**, which is soon to be released, covering training opportunities from all providers.

- The popular and highly respected finance courses from **Steve Parkinson**, including a variety of Year-end and Audit, Finance and VAT sessions to suit your council and councillors.
- Communication and information governance sessions with **Breakthrough Communications**, from Data Protection and GDPR to Community Engagement
- A wide range of **E-learning modules** are available from **SWALC/Nimble** and includes Equality, Diversity and Inclusion essentials to An Introduction to Local Councils.
- Our website calendar also lists [NALC webinars](#)

Further dates are listed on the [CALC website](#) with a list of training information and booking instructions.

Should you have any questions or require assistance, please get in touch.

Kind regards,

Julie Calleya

Administration Assistant

Cornwall Association of Local Councils

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Newham

TRURO

Cornwall TR1 2XN



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Email : [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk) or [enquiries@cornwallalc.org.uk](mailto:enquiries@cornwallalc.org.uk)

URL: [www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

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**Get involved**  
make a difference

**Standing for Election to  
Your Local Council**

**in**

**May 2025**

**Cornwall Association of Local Councils**

[www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)



## **So, what do Councillors do?**

Parish and town councils are the most local tier of local government. Councillors make decisions that influence how the Council works. The decisions they make affect the lives of everyone who lives, works or visits the parish or town or town Councillors are representatives of their community with a connection to the area, acting with integrity to make the best decisions for residents on local services in the area.

### **If you are a Councillor, you will:**

- represent everyone in your area
- be a community leader, bringing together partner organisations
- help sort out problems for the people you represent
- work with community groups, the police and others to get things done
- hold the Council and other public organisations to account for their performance and the decisions they make
- help agree the budget for the Council and the level of tax
- help decide which services the Council will provide
- be honest, open and abide by accepted standards of public life
- work with the Council Officers to help resolve issues in your Ward and receive their support to do your job
- explain and justify Council decisions and policies
- be a public figure and have your contact details published as a point of contact

## **Could you do it?**

It is important that the Council represents a cross section of all the walks of life of our community and that Councillors have different levels of education, knowledge and experience. Using your own skills and experience will help your council make a real difference to your council and your community.

You can stand for election as an independent Councillor or as a representative of a political party, but you must be their duly authorised candidate. You will serve a four-year term and will be required to attend at least one meeting per month.

## **Does this sound like you?**

- involved in community life
- confident
- keen to help people and prepared to listen
- determined
- flexible
- practical
- well organised
- keen to see community initiatives succeed
- good at communicating and working with people

## **'The Small Print'**

### **To be a Councillor you must:**

- be at least 18 years old
- be a British, commonwealth or EU citizen

- be on the electoral register, or have lived, worked or owned property in the parish for at least twelve months before the date of election
- you cannot be an employee of the council

### **How much time will it take?**

Every Councillor approaches their role differently, but it does require a significant commitment. On average the Council meets once per month and runs a number of committees in support of its work. You will have agreed to attend every meeting that you are nominated to. There will also be other informal meetings including Cornwall Council network meetings and other community organisations. You may also be appointed as a council representative to an outside body attending those meetings and reporting back to council.

### **Do I get paid?**

The Council will meet the cost of your approved training, travel and subsistence allowances for attending outside meetings. You may also claim expenses to cover mileage to cover authorised travel on behalf of the council.

### **What training will I receive?**

There will be induction training for all Councillors during the first six months. You must be available to attend these evening sessions which are essential to your work as a councillor. In addition, the Council can make it a

requirement that Councillors undertake specific training for certain roles: e.g. to sit on the Planning Committee or the Staffing Committee, or to Chair a Committee.

As a Councillor you will be supported by the Clerk in your new role and will arrange any training identified to support you in your work.

## **Standards in Public Life**

The Council has a code of conduct which promote standards in public life. You must agree to abide by this Code and meet the standards whenever you are acting as a councillor, or when the public would think that you are acting as a councillor. It is essential that you treat all people fairly and respectfully.

The Code of Conduct also requires you to complete a public register of your interests and those of your partner within the parish and this will be published on Cornwall Council's website. As a Councillor you must declare your interests e.g. business, landholdings, personal etc that may influence the decisions of the Council.

## **Being a Councillor**

Depending on your interests and experience you could find yourself taking on particular responsibilities in your Council work. Whatever role you take on you will need to work closely with other members, Cornwall Councillors and our partner organisations.

Being a local representative : this is a rewarding part of the job and is the role of all councillors. You will work with others to raise issues on behalf of local residents.

Being a member of a Committee: e.g. Planning or Licensing say, where sometimes matters can be very controversial. Committees are a place for a real focus on specific areas of the council's work and a chance to get involved in the detail of decision making.

Being a council representative : as a councillor you will have opportunities to attend meetings of the Cornwall Council Community Network Panels and meetings of other organisations as a council representative. You will be able to feedback to the council on the work of others.

## **Working Together**

Councillors decide upon policies with advice from the Clerk, who is also there to put council decisions into practice. This is a close working relationship and mutual respect is important.

## **I am interested what next?**

If you think that this could be for you, look up your local council and attend its next meeting. Contact the Clerk who will be happy to explain the work of the Council and answer any questions. Check out their website and understand what your council does.

## CALENDAR OF DATES FOR LOCAL COUNCIL ELECTIONS IN MAY 2025

Follow the link to find your local council

[Names of Town and Parish Councils - Cornwall Council](#)

<b>Date</b>	<b>Event/Action</b>
Friday 14th March 2025	Publish of notice of election and candidate packs available
	Pre-Election Period (formerly "purdah") begins
Wednesday 2nd April, 4pm	Deadline for submission of candidate nomination papers
	Deadline for withdrawals of nomination
Thursday 3rd April, 4pm	Publish of statement of persons nominated no later than 4pm
Wednesday 23rd April	Publish of notice of contested elections
	Notice of Uncontested Election issued if applicable
Thursday 1st May	POLLING DAY
Tuesday 6 <sup>th</sup> May	New councillors take office Notice of the annual meeting is given
Monday 12th May to Tuesday 20th May (inclusive)	Declaration of Acceptance of Office to be signed before Annual Council Meeting

The candidate papers will be available from your local council or to download from Cornwall Council's website from March 14<sup>th</sup>, 2025 and you will need to return them to a designated Cornwall Council office by 4pm on April 2<sup>nd</sup>, 2025.

## **Election timetable**

<b>Nomination papers available:</b>	14th March 2025
<b>Close of nominations:</b>	2nd April 2025 – 4pm
<b>Polling Day:</b>	1st May 2025

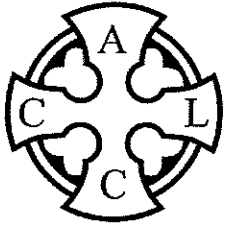
## **What happens if I am elected?**

The count will take place on 2<sup>nd</sup>/3<sup>rd</sup> May, and results will be published on line at [www.cornwall.gov.uk](http://www.cornwall.gov.uk) as each count is completed. You will take up office on Tuesday 6<sup>th</sup> May, 2025 and there is some paperwork which needs to be completed before the start of your first meeting. If you are elected to serve on the council, please remember to contact the Clerk as soon as possible or, better still, give them an email address in advance which they can use to contact you.

The first meeting of the council will be no later than Tuesday, 20<sup>th</sup> May. it is essential that you have completed the process before the first meeting of the council.

Good Luck!





## Standing for Election to [Insert name of Council]

The process to stand for election is relatively easy, but it is important to follow the correct procedure to ensure that your candidacy is accepted. Even those who have stood as councillors before may forget what the process was like 4 years ago! The rules are there to ensure that only those who are eligible to stand for election in the community are considered and that those put forward have agreed to stand for election. Parish Councillors are elected by the public and serve four-year terms in office.

### If you wish to stand as a councillor, you must satisfy these requirements:

- You need to be over 18 years of age
- A British citizen, a qualifying Commonwealth citizen, or a citizen of any other member state of the European Union
- On the Electoral Register for the council area for which you wish to stand,
- A local government elector of the parish; or a person who during the whole of the twelve months before nomination as a candidate occupied land or other premises as owner or tenant in the parish; or has, during the same period, resided in that area or within three miles thereof; or has during the same period, had a principal or only place of work in that area

### You cannot stand for election if you:

- Are bankrupt and an Order or Interim Restriction Order has been imposed.
- Have, within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine
- Work for the council where you are intending to stand for election (but you can work for other local authorities, including the principal authorities that represent the same area).
- Have been convicted or reported guilty of a corrupt or illegal practice by an election court, or have been disqualified from standing for election to a local authority

### The Election Procedure:

Ordinary elections of local councillors take place on the first Thursday in May every four years. Reorganisation of local government may cause alteration of the Election Day and election year in some cases.

### A few terms that you will encounter explained:

- **Returning Officer** – person empowered to run an election.
- **Standing** - Putting your name forward for election.



- **Electoral Register** – Names and addresses, together with election identification numbers of all people within a community who are registered to vote.
- **Election Timetable** – dates when specific forms must be publicised or submitted.
- **Warded** – Areas are split up into what is called ‘wards’ so that councillors are elected by a specific smaller number of people and will be aware of their local concerns rather than having to represent all people within a whole parish.
- **Expenses** – If you do produce your own leaflets/pamphlets you need to declare how much you have spent on this.

### 1. Publication of the Notice of Election.

The Chief Executive of the Cornwall Council is the Returning Officer and therefore has the duty to call an election. Election staff in the Cornwall Council Elections’ Office have all the papers you will need and will be able to give advice. The local council noticeboard will also contain the notices and timetable for your area so keep an eye out locally for the information!

### 2. Getting the nomination forms

You will probably need to contact your Cornwall Council Elections Office to ask for the appropriate forms. The application packs will be available to download from Cornwall Council’s [Parish and Town Councils Elections](#) page. Hard copies of the pack will also be available from Cornwall Council.

### 3. Completing the nomination forms

You will need to fill in all your personal details and those of the people nominating you. You and those nominating will be asked to fill in your Electoral Register number. This is the district code on the front of the Electoral Register e.g. A Village might be ‘SX’ then this is followed by the number that appears next to your name, or next to the name of the person nominating you. The entry in this box will therefore read something like ‘SX 413’.

You must get your form completed and signed by those nominating you and it will help to copy the numbers of those nominating you when you obtain your own Electoral Register number.

### 4. Sending the nomination forms back.

It is imperative that you submit your forms in accordance with the Timetable of Proceedings. Failure to do so will render your application null and void! The forms must be delivered in person to the nominated office for your area. Complete instructions will be available in your candidate pack. Please do not ask the local council clerk to accept the forms on your behalf.

#### Checklist:

- Do not forget to get **everyone** mentioned to sign the forms
- Ensure that all addresses are in **full** with no abbreviations
- Include the whole Electoral Register reference **letters and numbers**
- **Be careful not to miss important dates**

