

2019 Elections Timetable - Clerk's Briefing Note to Frodsham Town Council

- On March 4th I will collect Nomination Packs from CWAC (Winsford). CWAC will provide packs, one per seat. This will include the nomination form, the consent form, a request for the Electoral Register and an expenses form together with instructions.
- I will receive the Notice of Election on Friday 15th March 2019 this will be displayed on noticeboards in and on the Town Council website. Once the Notice has been posted the Council is officially in Purdah <https://www.local.gov.uk/purdah-short-guide-publicity-during-pre-election-period>.
- Nominations will be accepted from 18th March and all nominations for must be submitted to CWAC by hand no later than 4pm on Wednesday 3 April. They must be taken to offices in Winsford, Ellesmere Port or Chester by appointment.
- To book an appointment call Electoral Services 01244 977084. Note that appointments cannot be booked until 18th March 2019.
- The last date for withdrawals is 4pm on 3rd April.
- CWAC will publish a Statement of Persons Nominated notice by 4pm on Thursday 4 April.
- On Wednesday 24 April there will either be a Result of Uncontested Election OR a Notice of Poll. An uncontested election is one where there are either equal number of candidates for the number of seats or less. A notice of poll is where there are more than candidates than the number of seats.
- If there is a poll CWAC will liaise with the candidates.
- On 2 May, the polling hours will be 7am to 10pm.
- The Count take place on 3rd May at Ellesmere Port Sports Village. All candidates are eligible to attend the count and further information will be within the Nomination Pack provided by CWAC.
- Councillors officially take office on 7th May and must complete a Declaration of Acceptance of Office form before attending the first meeting of Council.
- Within 28 days of accepting office all councillors are required to complete a Declaration of Interest Form.
- All councillors must send off a completed Election Expenses form (even if it's a nil return) by 30 May. Please note this is not a reimbursement.
- Whether or not the current Chairman has been elected, they remain as Chairman until a successor has been elected at the Annual Council meeting which must be held within 14 days of the Councillors coming into office on 7 May.

Completing the Nomination and Consent form

- 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. There is an option for you not to include your home address on official published papers.

- You will need to have two people who are on the Frodsham Electoral Register to propose and second you. These people can contact me for their Electoral Number or can contact CWAC Electoral Services on 01244 977084.
- You will also need to complete a Consent to Nomination form. This form requires your name, address, electoral number and for you to complete a declaration. Frodsham Town Clerk can provide your electoral number. This form needs to be witnessed, but not necessarily by anyone in the town.
- A word of warning about proposers and seconders. These people may not sign more papers than there are seats in the town, so it's a good idea to get different people to do it otherwise the nomination may be invalid.
- Postal nominations will not be accepted.