

	Meeting (No)	Policy Committee (1)
	Date	18 December 2018
	Document	
		Ref No
	Governance & Operations Manager's Report	PO4/54

Elections 2019 - Advice received from CWaC

Uncontested Elections:

CWaC have confirmed that one admin fee will be charged but the electorates of all uncontested wards will be added together to calculate the Returning Officer fee.

There will be no capped amount for uncontested elections.

Neston has been missed from the list, CWaC have confirmed that the current electorate for this ward is 3225.

Should all five wards be uncontested, the recharge figure would be £373.

Contested Elections:

The admin fee and Returning Officer fee is payable for each ward, the cap is for each ward.

At the last election in 2015, NTC had four uncontested and one contested election. The charge was £629.85 for the contested ward and £357 for the remaining four uncontested wards making a total recharge cost of £987 (rounded)

Fees have remained unchanged since 2015.

Council previously agreed that parish elections and legal fees would be held in the budget line 4099 contingency Fund: this years projected figure currently unspent, is £2,500, with a 2019/20 draft figure £8,500.

If you have any queried about the contents of the letter or wish to book to attend one of the Election Briefings, please contact Denise directly at denise.philipson@cheshirewestandchester.gov.uk or by telephoning 01244 977076.

I have booked to attend at the Chester briefing on Tuesday 5th March at 5pm.

Email from CWaC

MAY 2019 ELECTION INFORMATION

Recharges

In line with the recharge policy which came into effect in April 2014, I can confirm that your parish/town council will be recharged for some of the costs associated with holding combined elections scheduled to be held on 2 May 2019.

The amounts to be recharged will be as follows:

Each Uncontested Election: £165.00 (admin fee) plus Returning Officer fee based on the number of electors (£16 per 1000 electors or part) as per the Cheshire scale of fees and charges

Each Contested Election: £0.85 per elector with a minimum charge of £547.50 (£500 admin fee plus the Returning Officer fee of £47.50 as per the Cheshire Scale of Fees and Charges.) There will be a cap on the maximum amount recharged to ensure that no local council pays more than the actual additional costs incurred by CWAC in carrying out the election. The maximum amount recharged will be based on 2750 electors - £2337.50

Attached is a spreadsheet showing the actual cost for each parish/town council, please note that the costs have been calculated on the current electorate and that changes in the electorate may change the recharge figure.

Election Briefings

As with previous elections, we will be holding the following election briefing sessions for parish and town clerks on the following dates to highlight the role that you play in the organising of elections and the dates that you (or another nominated person) will need to be available:

Winsford, Wyvern House – Monday 4 March 2019 – Clerks 5.00pm
Candidates 6.00pm
Chester, Town Hall – Tuesday 5 March 2019 – Clerks 5.00pm
Candidates 6.00pm
Ellesmere Port, Civic Hall – Wednesday 6 March – Candidates 6.00pm

The clerks sessions will focus on:

- Parish/Town Clerks duties
- Key dates
- Notices and forms (display of etc.)
- Nomination forms
- Uncontested elections
- Verification and count
- Results
- Purdah (Restrictions on Publicity)
- After the elections – expenses, acceptance of office, declarations of interest, recharges

Candidate and Agents sessions will focus on:

- Election Timetable
- Qualifications
- Nomination forms and appointment system
- Agents
- Postal Votes
- Day of Poll
- Verification and Count
- Candidate expenses
- Contacts

Please note that there is no clerks briefing in Ellesmere Port, Borough Council candidates will also be attending the candidate briefings and clerks are welcome to stay to the candidates briefing. In order to help us prepare it would be helpful if you could email me with your preferred date.

Important Dates

We will email you a Notice of Election the week commencing 11 March 2019, to be posted on your notice board/website on Friday 15th March 2019 and therefore Restrictions on Publicity, which apply to your council, will be in place from that date. Nomination papers will be able to be returned by hand from Monday 17th March 2019, an appointment system will be in place.

General Power of Competence

The requirement is that Council confirm eligibility at the next Annual Meeting following the elections.

Should less than 12 Councillors be elected at the next election in May, then the Council will not be eligible to have this Power.

If they do not meet the eligibility criteria this May then it will be 4 years before they can consider eligibility unless there is a by election.

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Council Manager