

Ettington Parish Council

Report to Council

Date: 8 February 2023

Item 12 Appendix 4	Elections Timetable
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Parish and district council elections will be held on Thursday May 4th. There is currently one vacancy on the parish council of 9. All current councillors will be required to stand for re-election.

The key points to note are:

1. *By being a local supply point for nomination packs to give to prospective candidates in your parish.*
You may supplement the nomination packs with information about your parish and parish council. This will hopefully stimulate interest and ensure that candidates are elected with the benefit of some knowledge of the parish, the parish council and how it operates.
2. *By being a local collection and checking point for completed nomination forms.*
We will supply you with a checklist and a properly completed example, so you can help prospective candidates for your parish complete and submit them correctly. As you will have an up to date copy of the electors list, you may also assist the prospective candidate by checking that they, and their proposer and seconder, are on the electors list for your parish; and
3. *By bringing completed nomination forms for your Parish to the Council Offices at Elizabeth House for formal checking and acceptance.*

The Notice of Election for your parish will be published on **15 March 2023** and completed nomination papers can be received on or after that date and up to 4pm on 4 April 2023. **Legally all nomination papers need to be hand delivered by the deadline of 4pm on 4 April (either by yourself or by the candidate).**

It is important, however, that you give prospective candidates an earlier deadline which will give you a chance to come into the Council Offices with the nomination forms. **I strongly suggest that this deadline is Friday 24 March** which gives you time to bring them in well before the statutory deadline and for us to return any that are incomplete or inaccurate.

I will be attending a briefing session on the Parish Council Elections 2023 will be held at 5pm on Thursday 2 March 2023 in the Council Chamber, Elizabeth House, Church Street, **Stratford-upon-Avon**. I will collect nomination packs then.

Actions Required :-

1. Confirm those councillors willing to stand for re-election
2. Agree clerk as point of contact for submission of papers or if responsibility to sit with individual councillors. I am happy to do either.
3. Agree communications regarding council elections and prospective candidates:-
 - a. Social media- point of contact?
 - b. Newsletter
 - c. Noticeboards
 - d. Other