

# Llangammarch Community Council



## Information for candidates standing for election/co-option

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## **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.

## **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:

### **To be eligible to stand for election:**

1. You must be 18 years of age
2. You must have resided in the council area for 12 months
  - Or owned property in the council area for 12 months
  - Or resided within 3 miles of the council area for 12 months
  - Or worked within the council area for 12 months
3. You must not have a current criminal record or be a bankrupt.
4. You must have a witness to your application (if standing for election)

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.

### **1. 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 area 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.

## **2. 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](http://www.llangammarchCC.com) & [www.llangammarch.wales](http://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.

## **3. Councillors**

The Council has 8 councillors.

## **4. 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 every 2 months.

## **5. Committee Meetings**

The Council has a few Committees which deal with Council matters

## **6. 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.

## **7. 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.

## **8. Voting**

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

## **9. 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.

## **10. Meeting schedule**

The general meeting schedule of the Council is as follows:

Full Council meetings are held on 1<sup>st</sup> 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. Access to meetings is available by phone.

## **11. Induction Meeting**

The Clerk will hold an induction evening following the election (next due in 2022) 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 1<sup>st</sup> Wednesday of May.

## **12. Annual Council Meeting**

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

## **13. 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.

## **14. Website**

The Council operates the website – [www.llangammarchcc.com](http://www.llangammarchcc.com) which is updated regularly.

## **15. 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.

## **16. Information to the public**

The Council passes information to the public as follows:

Website at [www.llangammarchcc.com](http://www.llangammarchcc.com)

Facebook page tba

Local NextDoor site

## **17. 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'