



Lostwithiel Town Council



**Get involved
make a difference**

**Standing for Election to
Your Local Town Council
May 2025**

Edgcumbe House, Fore Street, Lostwithiel, PL22 0BL

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. 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 Town 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, determined and well organised
- keen to help people and prepared to listen
- keen to see community initiatives succeed
- good at communicating and working with people
- keen to make a difference

'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 or within 4.8km thereof
- 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 e.g. Cornwall Council meetings and community organisations meetings. 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. You may also claim expenses to cover mileage to cover authorised travel on behalf of the Council if prior approval has been obtained.

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 the Clerk 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 Area Partnership 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, check out our website to understand what we as a Council do.

The candidate papers are available to download from Cornwall Council's website from March 14th 2025

(<https://www.cornwall.gov.uk/the-council-and-democracy/elections/guidance-for-candidates-and-> and you will need to deliver them in person/by hand to Cornwall Council by **4pm on April 2nd, 2025.**

Election timetable:	
Nomination papers available:	14 th March 2025
Close of nominations:	2 nd April 2025 – 4pm
Polling Day:	1 st May 2025

What happens if I am elected?

The count will take place on 2nd/3rd May, and results will be published on line at www.cornwall.gov.uk as each count is completed. You will take up office on Tuesday 6th 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 Tuesday, 13th May. It is essential that you have completed the process before the first meeting of the Council.

GOOD LUCK!

CALENDAR OF DATES FOR LOCAL COUNCIL ELECTIONS IN MAY 2025

Date	Event/Action
Friday 14 th March 2025	Publish of notice of election and candidate packs available
	Pre-Election Period (formerly "purdah") begins
Wednesday 2 nd April, 4pm	Deadline for submission of candidate nomination papers
	Deadline for withdrawals of nomination
Thursday 3 rd April, 4pm	Publish of statement of persons nominate no later than 4pm
Wednesday 23 rd April	Publish of notice of contested elections
	Notice of Uncontested Election issued if applicable
Thursday 1 st May	POLLING DAY
Tuesday 6 th May	New Councillors take office Notice of the annual meeting is given
Tuesday 13 th May (inclusive)	Declaration of Acceptance of Office to be signed before Annual Council Meeting