

# What does the town council do?

- Car parks: Monmouth Beach, Cabanya and Woodmead
- Caravan and chalet park
- Beach huts
- Seafront freeholder
- Mini golf
- Concessions

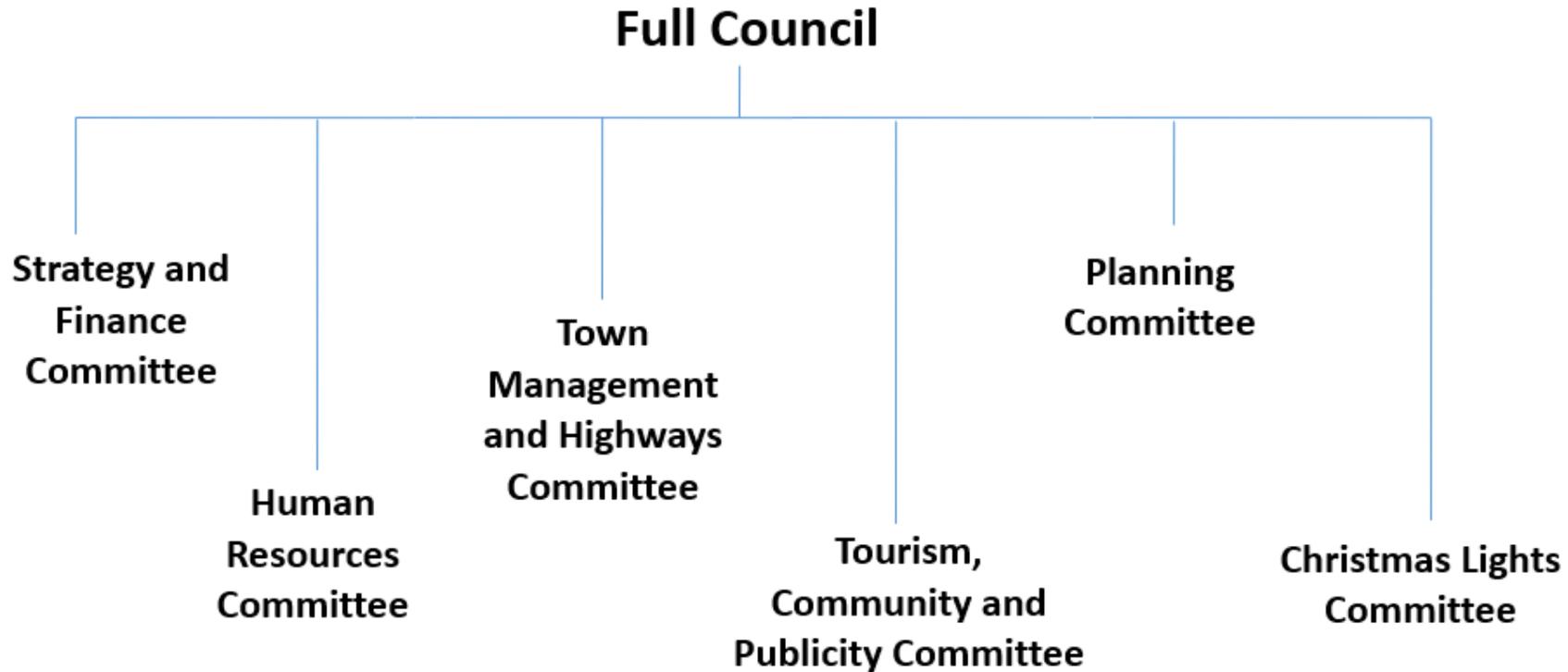
# What does the town council do?

- Marine Parade toilets
- Seafront and beach management
- Garden and grounds' maintenance
- Cemetery management
- Enforcement
- Cleansing
- Building maintenance
- Provides grants, c£125k pa

# How is the council managed?

- Issues are considered by committees, each committee has a chairman:
  - Town management and highways
  - Tourism, community and publicity
  - Planning
  - Human resources
  - Strategy and finance
  - Christmas lights
- Committees make recommendations to the full council; the full council makes decisions through resolutions

# Existing Committee Structure



# How is the council managed?

- The leader of the council is the mayor
- The mayor is responsible for the elected members
- The town clerk is the head of paid service
- The town clerk and his team advise members through committees and implement the decisions (resolutions) of the town council
- Individual members cannot make decisions; decisions are made by the full council
- The town clerk has delegated power to make certain decisions
- The town clerk will often make decisions in consultation with key members, i.e., the mayor and committee chairmen

# What else is the town clerk responsible for?

- With the advice and assistance of his team, the town clerk is responsible for:
  - Legal compliance and governance administration
  - Finance; the council has an annual budget of c£1.7m
  - Data control
  - Managing 25 employees
  - Communications
  - Health and safety
  - Risk management
  - Project management

# What doesn't the council do?

- Education
- Adult and children's services
- Highways and footpaths
- Planning; the council is a statutory consultee, only
- Environmental health
- Trading

# Who can stand?

To qualify as a candidate, a person must on the day they are nominated and on the day of the poll:

- be at least 18 years' old, and
- be a British citizen, a qualifying Commonwealth citizen, or a citizen of any other member state of the European Union.

# Who can stand?

A prospective candidate must also meet one of the following four qualifications on the day they are nominated and on polling day:

- be registered as a local government elector in the parish of Lyme Regis or town council area
- during the whole of the previous 12-month period, they must have occupied as owner or tenant land or premises in the parish of Lyme Regis or town council area
- their main or only place of work during the whole of the previous 12-month period must be in the parish of Lyme Regis or town council area
- they have, during the whole of the previous 12-month period, lived in the parish of Lyme Regis or town council area or within 4.8 km (3 miles) of it.
- In Lyme Regis, the parish and the town area are co-terminus.
- The 4.8 km radius starts at the parish boundary.

# Who can't stand?

A person cannot be a candidate if at the time of their nomination or their election:

- they are a town council employee
- they are the subject of a bankruptcy restrictions order or interim order in England or Wales
- they have been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine, during the five years before election day, i.e. 1 May 2014.

A person may also be disqualified from election if they have been convicted or reported guilty of a corrupt or illegal practice by an election court, or if they have been disqualified from standing for election to a local authority.

# Candidate expenses

- Spending limit is £740, plus 6p per local government elector in the parish, community, town council area or ward in which they are standing
- A record of all candidate spending and invoices/receipts provided for all payments of £10 or more.
- The Declaration by Candidate as to Election Expenses and return of Election Expenses must be returned, even if nil expenditure, within 28 calendar days after the election, i.e. 30 May 2019
- Expenses incurred are not recoverable.

# Key dates in the election process

- Mid-February 2019 Nomination forms and information available online
- 15 March 2019 Notice of Election published
- 18 March 2019 Nominations can be received (must be delivered by hand)
- 3 April 2019 (4.00 pm) Deadline for receipt and withdrawal of nominations, appointment of Election Agents and publication of Notice of Election Agents
- 4 April 2019 (4.00 pm) Publication of Statements of Persons Nominated
- 24 April 2019 Publication of Notice of Poll
- 2 May 2019 Polling day (7am-10pm)
- 3 May 2019 Count for Dorset Council
- 4 May 2019 Count and publication of elected councillors for town and parish councils within Dorset Council area

# Administering the election and voting

- Dorset Council's returning officer supported by the current electoral services teams from the districts and borough council
- All nomination forms must be returned to the electoral services team at South Walks House, Dorchester, by appointment only, by calling 01305 838299
- Each nomination must be supported by two signatures
- The polling station is Woodmead Halls and Hallett Court
- One ward, each elector has 14 votes; only one vote for each candidate
- The count for town and parish councils takes place on Saturday 4 May 2019 and results will be posted on Dorset Council's website

# Post-election timetable

- 4 May 2019 if there is a contested election, town council election results announced. The results will be published on Dorset Council's website after the count. Individual candidates and parish and town clerks will be notified on the first working day after the count, i.e. Tuesday 7 May 2019
- 5 May 2019 Declaration of Acceptance of Office forms are available; these must be completed before a councillor can take up their role
- 6 May 2019 the term of office of current members ends
- 6 May 2019 the term of office for members of the new administration starts
- 7 May 2019 if the election is uncontested, the earliest date for the Annual Council Meeting
- 13 May 2019 if the election is contested, the earliest date for the Annual Council Meeting
- 20 May 2019 the date by which the Annual Council meeting must take place
- 30 May 2019 declaration and return of election expenses
- 3 June 2019 councillors must complete their Register of Interests' form
- 24 June 2019 target date for co-opting councillors, if required.

# Purdah

- Purdah, also referred to as pre-election period or heightened sensitivity, describes the period immediately before elections when restrictions on communications' activity are in place
- Purdah runs from the publication of Notice of Election to the poll, i.e. from 15 March to 2 May 2019
- During purdah, council officers shouldn't:
  - produce publicity on matters which are politically controversial
  - make reference to individual candidates in press releases
  - arrange proactive media or events involving candidates
  - issue photographs which include candidates
  - supply council photographs or other materials to councillors they intend to use for campaigning purposes

The test for purdah is, 'could a reasonable person conclude that you were spending public money to influence the outcome of the election?'

# The role of the town council in the election process

- To cover costs for the town council election, £3,510
- To raise awareness of the election
- providing nomination papers to potential candidates
- assisting in the completion of nomination papers – relevant staff will be trained in the completion of nomination papers
- identifying the electoral numbers of those persons subscribing a nomination
- receiving nominations and to hand deliver nomination papers to the unitary authority
- assisting with the publication and display of statutory notices.

# Members' allowances

- The current allowance paid to Lyme Regis Town councillors is £40.75 per month; this represents 10% of the allowance paid to West Dorset District Councillors.
- This council believes West Dorset District Council's methodology for determining local council allowances disadvantages Lyme Regis Town Council members; the methodology is based on population and does not take in to account of the size of budget or range of functions undertaken by a local council.
- The shadow Dorset Council is currently reviewing allowances for its members; the town clerk has asked that any new formula for determining members' allowances takes account of budget and functions as well as population.

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# An uncontested election

- If the number of valid nominations is the same or fewer than the number of seats, i.e. 14, the election would be uncontested.
- Consequently, the election result would be announced on 4 April 2019, the town council could hold its Annual Council Meeting as early as 7 May 2019 and the council wouldn't be charged any election costs.

# Co-option

- If there are fewer candidates than seats, the council can co-opt councillors.
- At least 10 candidates (66% electoral mandate) must stand for election to allow the council to retain its General Power of Competence and to pursue the Gold Level of the Local Council Award Scheme.
- Guidance suggests co-option is achieved within 35 working days from the date of election, i.e. 24 June 2019

# Fewer than five candidates

- There must be at least five valid nominations for the council to be quorate. The quorum is one-third of the number of seats, i.e. five councillors. If there are fewer than five valid nominations, the returning officer will order a further election.

# Annual meeting

- If there is an uncontested election, the Annual Council Meeting can take place as early as 7 May 2019. If the election is contested, the Annual Council Meeting must take place between 13 and 20 May 2019
- The Annual Council Meeting elects the mayor and deputy mayor.
- Even if they are unelected, the retiring mayor and deputy mayor hold office until the Annual Council Meeting. The retiring mayor presides over the Annual Council Meeting until the new mayor is elected.

# Induction and training

- Members will be issued with an induction pack. Induction training will be provided by Dorset Association of Parish and Town Councils and the town clerk.
- Training will include:
  - governance
  - The Code of Conduct
  - finance
  - risk
  - the council's operating environment
  - equality and diversity

# What's expected of a councillor?

- Is prepared to devote time
- Prepares for and attends meetings
- Contributes to debates and discussion
- Comes to meetings with an open mind
- Treats other councillors and staff respectfully
- Reflects the views of the community
- Always declares any financial relationship
- Declares any other significant relationship