

# Llanwrtyd Wells Town Council



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

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## **Introduction**

This short paper is designed to give an outline of Llanwrtyd Wells Town Council and its activities so that candidates know about the information listed below.

### **1. 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:

1. You must be 18 years of age
2. You must reside either in the town  
Or You may own property in the town  
Or reside within 3 miles of the Ward
3. You **must not** have a current criminal record or be a bankrupt.  
(Please contact the County Council for full details)
4. You must have the requisite signatures supporting your nomination form.

If you wish to gain more information in advance about the Town Council you can visit the Town Clerk who can help or speak to an existing Councillor.

### **2. Standing for co-option**

Occasionally the Town 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 ward to obtain 10 signatures to call an election.

If 10 signatures are not obtained, the Town Council is then able to enter into the co-option processes.

Co-option notices will be publicised on the Town 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.

### **3. Responsibilities**

The Town Council is responsible for many areas of activity including the following:

- a) Riverside Toilets
- b) Dolwen Fields
- c) Town Events
- d) Christmas Lighting
- e) Website – [www.llanwrtyd-town-council.wales](http://www.llanwrtyd-town-council.wales)
- f) Grants & Donations
- g) 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 Town 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 Town Clerk's permission.

### **4. Councillors**

The Council has 11 councillors.

### **5. Council Meetings**

The Full Council Meeting has an agenda which is set by the Town Clerk in consultation with the Chair.

However, the agenda is normally made up of items which have been put on the agenda by the Town 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 a month.

### **6. Committee Meetings**

The Council has a number of Committees which deal with Council matters

## **7. How does a Councillor raise a topic?**

To raise a topic a Councillor should approach the Town Clerk

The agenda for the Full Council meeting is set in advance by the Town Clerk in consultation with Chair.

No other items may be discussed at Full Council Meetings unless there are special circumstances.

## **8. Training for Councillors**

There is training available for Councillors if they wish.

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.

## **9. Voting**

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

## **10. 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 Town Council website.

## **11. Meeting schedule**

The general meeting schedule of the Council is as follows:

Full Council meetings are held on 3<sup>rd</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 Institute and commence at 7pm. During Covid-19 measures, meeting are held online.

## **12. Induction Meeting**

The Town Clerk will hold an induction evening following the election (next due in 2021) 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 the election will be the Annual Meeting to

be held on the 3<sup>rd</sup> Wednesday of May.

### **13. Annual Council Meeting**

The first Annual Meeting of the Council is held on the 3<sup>rd</sup> Wednesday of May each year at this meeting the new Chair (Mayor) and Vice Chair (Deputy Mayor) will be elected. (this was not held in 2020 due to Covid-19)

### **14. Publicity**

The general official voice of the Council to the media is the Chair of the Council and Committees aided by the Town 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 Town Clerk issues any press releases which are legal matters relating to the council and updates the web site with general news.

### **15. Website**

The Town Council operates the website – [www.llanwrtyd-town-council.wales](http://www.llanwrtyd-town-council.wales) which is updated regularly.

### **16. 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 Town Council.

### **17. Information to the public**

The Town Council passes information to the public as follows:

Website at [www.llanwrtyd-town-council.wales](http://www.llanwrtyd-town-council.wales)  
Facebook page at Llanwrtyd Wells Town Council  
Local NextDoor site

### **18. Town Clerk**

Please contact the clerk if you wish to meet her.