

# **Cyngor Tref Calanre Llanfair Llanfair Caereinion Town Council**

## **CANDIDATES INFORMATION PACK**

### **1. Introduction**

Every five years, Town and Community Councils in Wales are required to hold an election for membership of the Council and by standing for election it is one of the best ways of ensuring that your views are represented.

There are also times when a seat on the Council becomes vacant and an election is called or a co-option takes place.

This pack gives candidates an idea of what is involved when making a decision to stand for election or co-option.

### **2. Llanfair Caereinion Town Council**

Llanfair Caereinion Town Council has 12 Councillors serving a single ward.

By becoming a Town Councillor, you will be able to make a difference and help shape the Town of Llanfair Caereinion and to ensure that it is able to provide the sort of services and facilities that are wanted and needed by the local community.

### **3. Town Councils**

Town and Community Councils represent the third tier of local government, the tier closest to the community. There are around 735 local councils in Wales.

Most local councils were set up in 1974 by the Local Government Act of 1972.

Town and Parish Councils can raise revenue to help meet their spending requirements by issuing a 'Precept'. This is the total amount to be raised through the Council Tax from all the dwellings within the Town Ward area.

The 'Precept' is converted into an amount per Council Tax Band that is added onto the Council Tax bill. The precept is set annually usually in January.

### **4. Elections**

If fewer than 12 candidates stand for election at a normal general election, they will automatically gain a seat on the council; this is called an un-contested election, and any remaining seat(s) will then be filled by Co-option.

### **5. Llanfair Caereinion**

The population of Llanfair Caereinion Ward area is approx. 2,000. The ward boundary is shown at appendix A.

# **Cyngor Tref Calanre Llanfair Llanfair Caereinion Town Council**

## **6. What does Llanfair Caereinion Town Council actually do?**

The Town Council is the most local part of the democratic system and acts as a voice that can make a difference to the quality of life within its local community.

The Council's work falls into three main categories:

- Representing the local community
- Delivering services to meet local needs.
- Striving to improve the quality of life in Llanfair Caereinion and the surrounding area.

The Council currently holds 2 monthly meetings usually on the second and fourth Mondays of every month (except for bank holidays when the date might move).

All Full council meetings and committee meetings are open to the press and public. Members of the public are most welcome to attend and speak to Councillors about any issues during the public session of a Council meeting, or just sit and listen.

If you are interested in standing for election it may be useful to attend a meeting prior to the election so that you can familiarise yourself with how meetings are run.

Copies of meeting agendas can be found on the Town Council website [wwwhttp://www.llanfairtowncouncil.co.uk/](http://www.llanfairtowncouncil.co.uk/) or on the Town Council noticeboard (located outside the Institute).

## **7. Services and Facilities run by the Town Council.**

The prime function of the Town Council is the representation of its residents through consultations, a Town Plan, Planning & Development Applications and more.

Llanfair Caereinion Town Council is responsible for the management of a number of facilities in the town.

Currently the Town Council manages the following facilities,

- \* Mount Field recreation grounds
- \* Deri Woods & Goat Field recreational facility
- \* Chapel of Rest, St Mary's Churchyard and Erw Ddwr
- \* Playground
- \* Public Toilets
- \* Supporting the Community Library
- \* Tennis Courts

# **Cyngor Tref Calanre Llanfair**

## **Llanfair Caereinion Town Council**

- \* Public Toilets
  - \* Street Furniture
  - \* War Memorial
  - \* Town Trail and Town Maps
  - \* Defibrillators around Town
  - \* Telephone boxes
  - \* Community Newsletter
  - \* Website and face-book
  - \* Supporting Town Events
- and a range of other smaller services.

### **8. Council Finance, Asset & Governance**

The Council is responsible for the finances and the Town Council assets. The council also is the sole trustee for two Trusts (Mount Field and Deri Woods).

### **9. The Council as an Employer**

The Town Council has 1 employee being the Town Clerk & Responsible Financial Officer.

The Clerk answers to the Council as a whole.

The Clerk manages the day to day running of the Council and carries forward Council decisions.

The Clerk manages any other staff that may be employed by the Council and contractors used for various works.

### **10. The Civic Role**

Llanfair Caereinion Town Council has an elected chairman of the Council and is elected on an annual basis at the Annual Meeting of the Council held in May. During the Civic year, the Chair supports a wide variety of events throughout the area. The Chair may receive invitations to a number of events, functions and engagements. If the Chair cannot attend a function, the Vice Chair may be asked to attend on his/her behalf.

Duties which the Chair may carry out include:

- Acting as host on behalf of the Council at functions organised by the Council.
- Attending functions and engagements within the area, and on occasions outside the town, as a ceremonial representative of the Council.
- Undertaking official openings or presentations on behalf of the Council.
- Organising events to raise funds for the Mayor's chosen charities if he/she so wishes.
- Representing the Council during royal, celebrity or VIP visits to the town.
- Chairing meetings of the Town Council.

# **Cyngor Tref Calanre Llanfair**

## **Llanfair Caereinion Town Council**

When representing the Town Council, the Chair will usually wear the official Chain of Office. The Chain of Office is worn at all official functions within Llanfair Caereinion and they can usually be worn at functions outside of the town when invited in an official capacity.

### **11. Being a Local Councillor**

Town Councillors are community leaders who represent the aspirations of residents who live in their Town and outlying areas and endeavour to achieve them.

Town Councillors also have close links with local community groups, schools, and churches within the parish.

- A Councillor's normal term of office is 5 years.
- Is the holder of a public office as a volunteer.
- The main job of a Councillor is to participate in the collective decision-making processes of the Council.
- He/she has no authority to make decisions about Council business on his/her own.
- A Councillor's financial and certain other interests in Council business must be transparent.
- He/she is subject to obligations set out in the Code of Conduct adopted by the council.
- Llanfair Caereinion Town Councillors do not receive any remuneration other than expenses as approved by Council in advance.

### **12. Expenses**

A councillor can claim the basic annual allowance (currently £150).

There are other allowances a Councillor can claim with the prior approval of the Council. Expenses incurred in the delivery of Council business can be claimed with prior approval of the Council.

### **13. Who is eligible to stand for election?**

The law specifies that you can become a Town Councillor if on the day of submitting your nomination form and on the day of election you are:

- at least 18 years old
- a British citizen, an eligible Commonwealth citizen  
and
- at least one of the following four qualifications:
  - a) You are, and will continue to be, registered as a local government elector for the community in which you wish to stand from the day of your nomination onwards.

# **Cyngor Tref Calanre Llanfair**

## **Llanfair Caereinion Town Council**

- b) You have occupied as owner or tenant any land or other premises in the community area during the whole of the 12 months before the day of your nomination and the day of election.
- c) Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the community area.
- d) You have lived in the community area (or within three miles of the closest boundary of it) during the whole of the 12 months before the day of your nomination and the day of election.

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on polling day:

- a) You are employed by the community or hold a paid office under the community council (including joint boards or committees).
- b) You are the subject of a bankruptcy restrictions order or interim order.
- c) You 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 polling day.
- d) You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

The disqualification for an illegal practice begins from the date the person has been reported guilty by an election court or convicted and lasts for three years. The disqualification for a corrupt practice begins from the date a person has been reported guilty by an election court or convicted and lasts for five years.

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal or the Adjudication Panel for Wales. For more information on eligibility please visit [http://www.electoralcommission.org.uk/data/assets/pdf\\_file/0003/141798/Part-1-Can-youstandfor-election-P-and-C.pdf](http://www.electoralcommission.org.uk/data/assets/pdf_file/0003/141798/Part-1-Can-youstandfor-election-P-and-C.pdf)

### **14. How do I stand for election?**

If you are interested in standing for election as a Town Councillor, you will need to complete a nomination paper and submit it within the timescales and to The Proper Officer is the **Deputy Returning Officer, Powys County Council, County Hall, Llandrindod Wells, Powys, LD1 5LG.**

# **Cyngor Tref Calanre Llanfair Llanfair Caereinion Town Council**

For more information please contact the Town Clerk.

The nomination pack (which can be obtained from the County Council (email [sian.lewis-davies@powys.gov.uk](mailto:sian.lewis-davies@powys.gov.uk)) will include the nomination form, the consent form, a request for the Electoral Register (only to be used for election purposes) and an expenses form.

## **15. Councillor actually do once elected?**

- Attend Council meetings including committee meetings.
- Read papers and reports in preparation for each meeting.
- Raise matters that the Council can consider and formally decide to action at meetings.
- Make informed contributions which influence the debate on the business that needs to be decided at those meetings.
- Participate in the Council's decision-making process, which is subject to strict rules and guidelines.
- Represent the Council externally and may be asked to represent the Town Council on committees of other groups in the Town.

For more information on the roles and responsibilities of a Town Councillor please contact the Town Clerk.

## **16. Councillor Manual**

When a person is elected or co-opted as a Councillor they will be issued with a manual (reference book) to help them in their role.

## **17. Town Plan and Council Policies**

The Council does have a Town Plan approved on 8<sup>th</sup> November 2021. The details of the plan and the action plan can be found on the Council's website under 'documents'.

## **18. Information**

The Council web site is located at [www.llanfairtowncouncil.co.uk](http://www.llanfairtowncouncil.co.uk) and has details of the Council documents, agenda, minutes etc.

## **19. Contact details**

Town Clerk Robert A. Robinson MBE FRICS FSLCC  
Crown House High Street Llanfair Caereinion SY21 0QY  
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Email [Llanfairtownclerk@mail.com](mailto:Llanfairtownclerk@mail.com)



# Cyngor Tref Calanre Llanfair Llanfair Caereinion Town Council

January 2022

**NOTE** *This pack is available in Welsh upon request.*

## **MAP OF LLANFAIR CAEREINION TOWN COUNCIL BOUNDARY**

