



## Information on how to become a Councillor for Preesall Town Council

### How to become a Preesall Town councillor

Preesall Town councils' effectiveness, connectivity, and vitality hinge on the individuals chosen to lead them. We require capable, enthusiastic, and deeply engaged councillors to mirror the community. There are three pathways to becoming a councillor: standing for election, co-option (filling a vacant seat post-election), or filling a casual vacancy (occurs when an elected member ceases to be an elected member as a result of, for example, their death, resignation, becoming disqualified, or being no longer qualified to remain elected).

### **Six simple steps to becoming a councillor**

1. Check for [elections in your area](#) or by emailing the elections officer.
2. Submit your nomination to the returning officer — learn more about the [process](#).
3. Wait for your nomination to be accepted.
4. Your nomination is made public by the principal authority.
5. Start your election campaign.
6. Polling day — [find your polling station](#).

### **Am I eligible to stand for election/Co Option? What Qualifies me?**

- To be able to stand as a candidate at the Preesall Town Council election, you must:
- Be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights.
- Be 18 years of age or older.
- Meet at least one of the following three qualifications:
- You are and will continue to be, registered as a local government elector for the Town you wish to attend from the day of your nomination onwards.
- You have occupied as owner or tenant any land or other premises in the Town area during the 12 months before the day of your nomination and the day of the election.
- Your principal or only place of work during the 12 months before your nomination and the day of the election has been in the Town area.

### **What is the time commitment?**

The Council meets 11 times a year, and disbands for summer (no August meeting). The meetings are every second Monday and are conducted from 7pm-10pm. It also has 3 committee's which you are able to join when a seat is available or elected at the Annual May Meeting. The Finance committee meets 12 times a year before the full council meeting, and the Civic Events and Personnel Committee's meet when they are required to do so.

## **Preesall Town Council**

Each year the town council hold its mayor making at the Annual May Meeting. The elected Mayor, then proposes a deputy mayor. These are vital roles within the council. They are responsible for chairing the full council meetings, and they represent the council at local events through-out the year, along with its members.

The Council are also responsible for certain events held within the town for its residents. These events are: The May Day event held at Preesall Park, Remembrance Sunday with a parade led to the cenotaph for a small service and to lay wreaths followed by a church service and refreshments, Armistice Day at the Battle of Britain Memorial, and Christmas Switch-On in Barton Square.

The Council work closely with its community groups, faiths, schools and businesses. It holds 2 surgeries a month held either at the Knott End Library, or Preesall Community Centre to extend its reach to its residents.

The Council is striding to become a vibrant, forward-thinking force within the community, who listens to its residents, meeting their needs were possible, and welcomes thoughts and ideas on how to improve its town.

### **New Councillor**

#### **Declaration of Office**

When a councillor is elected, or co-opted onto the council, the councillor must read out the declaration of office, and sign it at their first full council meeting. The newly appointed councillor must then within 28 days of making their declaration complete the 'Disclosable Pecuniary and Other Interest' form which will be held by the clerk, and displayed on Preesall Town's website.

#### **Is there any training and support?**

The council sets a training budget each year to provide any training required for councillors. The council members are very active in supporting each other within their roles. The council also has an experienced qualified clerk, whom is able to support and advise.

#### **Advisement**

It is advised that candidates read through the information provided within the co-option section of the website to obtain a full understanding of how to become a councillor, and what is required within the role.

Documents to read:

Preesall Town Councils Standing Orders (how the council is run and what it must adhere to)  
Preesall Town Council Financial Orders (what financially the council must adhere to)  
Civility and Respect (how members conduct themselves)  
The Good Councillors Guide  
The Good Councillors Guide to Finance  
Preesall Town Council Guide to a Council's Powers and Duties  
Information on how to become a councillor  
Code of Conduct  
Disclosable Pecuniary and other Interests Form