

# ELECTIONS BULLETIN FOR PARISH CLERKS

## Issue No. 1

- **TELEPHONING THE COUNCIL**

A dedicated Elections Helpline Telephone Number for the use of Parish Clerks, Candidates and Agents will be published in early March, which means that you will be able to contact the Team direct, rather than using the Council's Customer Call Centre.

- **WEBSITE ASSISTANCE**

Two new webpages were published at the end of December 2012 on [www.shropshire.gov.uk](http://www.shropshire.gov.uk) for the guidance of Candidates, Agents and Parish Clerks, namely:-

**"Local Elections – May 2013"**

**"Elections 2013 – Information for Candidates"**

- **ELECTION TIMETABLE**

The timetable for the forthcoming local elections can be viewed/downloaded as a PDF from Shropshire Council's webpage: **"Local Elections – May 2013"**. It has been colour-coded to show key dates for the Elections Team, Candidates and their Agents, and statutory deadlines affecting electors.

Parish Clerks are asked for their assistance with the display of various notices, which this year will be issued, wherever practicable, by **e-mail**.

Type of Notice	Display No Later Than
Notice of Election	Monday 11 <sup>th</sup> March
Statement of Persons Nominated	Tuesday 9 <sup>th</sup> April
Publication of Election Agents (if applicable – N.B. unitary only)	Wednesday 10 <sup>th</sup> April
Notice of Uncontested Election (if applicable)	Wednesday 10 <sup>th</sup> April
Notice of Poll	Wednesday 24 <sup>th</sup> April
Election Results	As soon as practicable after the poll. Anticipated to be available on Monday 6 <sup>th</sup> May.

The Statement of Persons Nominated will be issued as soon as practicable after 12 noon on Friday 5<sup>th</sup> April. However, due to the amount of candidates standing county-wide, it is unlikely that this information will be available before Monday 8<sup>th</sup> April. The Notice **must** be on display locally no later than 12 noon on Tuesday 9<sup>th</sup> April, to allow candidates the opportunity to withdraw by 12 noon the following day, should they so wish.

- **PRINTING/DISPLAY OF ELECTION NOTICES**

If any Parish Clerks are unable to print such Notices themselves or will be away on any of the keydates listed above, please could they:

- (a) Make alternative arrangements to get the Notices printed locally (eg. via the Chairman or another member of the Parish Council); or
- (b) Contact the Elections Team before 1<sup>st</sup> March to tell them the number of noticeboards they have, so that the correct quantity of notices for their area(s) can be dispatched (it is imperative that the notices are displayed as soon as possible due to the tight timetable of events).

- **NOMINATION PACKS**

In preparation for the start of the nomination period, Parish Clerks will be sent:

- (a) A set of Nomination Packs and corresponding Street Indexes - *showing the area covered by that Parish (or relevant Parish Ward)* - equivalent to the number of their Parish Councillors, plus 2 extra sets.
- (b) ONE paper copy of the Nomination Register, so that they may assist any candidate who wishes to know their own poll number, or the poll number of their proposer/seconder.

Parish Clerks are asked to assist whenever practicable with the distribution, collection and submission of their Councillors' nomination papers. However, the ultimate responsibility for the submission of each nomination paper lies with the individual Candidate (or their Agent, in the case of unitary nomination papers).

Electoral Services,  
Shropshire Council,  
The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

[elections@shropshire.gov.uk](mailto:elections@shropshire.gov.uk)

Tel. 0345 678 9015