



# Cornwall Association of Local Councils

Unit 1, 1 Riverside House, Heron Way, Newham, Truro TR1 2XN

## Guide to Town and Parish Council elections in Cornwall: May 2025

This document presents a timetable of events for Town and Parish Councils to be aware of in light of the planned local council elections on 1<sup>st</sup> May 2025. Please be aware that this timetable might change in the event of days being appointed for public thanksgiving or mourning outside of normal bank holidays.

The Council is required to publish notices in the Town/Parish on behalf of Cornwall Council throughout the election period. These notices will be sent to the Clerk and arrangements must be in place to display/publish all information on the dates required.

A summary of dates can be found at Appendix 1. This is designed as a simple reference but should be read in conjunction with the full advice contained in the main document.

Date	Event	Notes/Actions
Wednesday 6 <sup>th</sup> November 2024	Casual vacancies no longer filled via election.	If a vacancy occurs within six months of the election there is no obligation for the Council to fill it and the seat may remain vacant until May.
Friday 14 <sup>th</sup> March	<b>Publish</b> notice of election	Cornwall Council will call the local elections and issue the Notice of Election to the clerk for display. These should be displayed in public areas and on the council's website to encourage people to stand as candidates. Cornwall Council will be contacting clerks to enquire which Cornwall Council premises they would like to collect the hardcopy nomination packs from.
Friday 14 <sup>th</sup> March	Pre-election period begins – and lasts until after polls close.	Formerly known as Political Purdah. Once the election has been called, councillors must be mindful of their duty under the Council's Code of Conduct not to do anything which might be interpreted as using their office as councillor to influence the outcome of the election. Further information is available from <a href="#">Pre-election period   Local Government Association</a>
Wednesday 2 <sup>nd</sup> April 4pm	Closing date for submission of nomination papers	Nominations papers must be submitted in person by the candidate or their representative at a Cornwall Council designated elections office no later than 4pm.

**Who can stand:** In order to be able to stand for election as a parish or town councillor, an individual must qualify as being eligible for office, i.e., an elector who is over 18, who is a Commonwealth citizen or a citizen of a member state of the EU. Additionally they are qualified if they have registered as a local government elector for the area of the parish, and/or during the whole of the 12 months before the day of being nominated as a candidate or the day of the election, resided in the locality of within 3 miles (4.8km) of it, or occupied as owner or tenant any land or premises therein or had his principal or only place of work. There are also certain disqualifications which should be checked. NALC give further information on this at [Vacancies and co-option](#).

Date	Event	Notes/Actions
Wednesday 2 <sup>nd</sup> April 4pm	Deadline for withdrawals of nomination	<p>If a Council is warded candidates may only stand in one ward. If a candidate submits nominations for more than one ward and does not withdraw (leaving only one) by the deadline then they will be deemed to have withdrawn from all.</p> <p>If a candidate has submitted a nomination and then decides they do not wish to stand, they must withdraw their name, otherwise they will automatically become a candidate for the seat and may be elected.</p>
<p><b>Delivery of nomination papers:</b> The nomination papers will provide candidates with details of the information required and how to submit their application. The forms must be hand delivered to the nominated office of Cornwall Council. <i>The clerk has no part to play in this process; responsibility lies solely with the candidate, whether they are an existing councillor or are standing for the first time.</i></p>		
Thursday 3 <sup>rd</sup> April 4pm	<b><u>Publish</u></b> statement of persons nominated	<p>The statement of persons standing for election will be sent to clerks by Cornwall Council. This must be published prominently in the same way/places as the notices of poll.</p> <p>The notice will name all of those standing for election in the parish (broken down by ward if applicable).</p>
<p><b>Vacant seats:</b> The published statement of persons nominated will inform the clerk whether a poll will take place or whether there are vacant seats which will need to be filled by co-option after polling day. Clerks should seek advice if the number of vacant seats affects the Council's ability to hold a quorate meeting, or it renders the Council ineligible to resolve to renew the General Power of Competence.</p>		
Wednesday 23 <sup>rd</sup> April	<b><u>Publish</u></b> notice of poll	<p>Where a contested election will take place, Cornwall Council will publish a notice of poll for each ward, as necessary. The notice will be sent to clerks by Cornwall Council and must be published prominently</p>

Date	Event	Notes/Actions
	<b>Publish</b> Notice of Uncontested Election issued if applicable	If the number of candidates does not exceed the number of seats on the Council there will be no poll and a notice will be issued and this is to be displayed prominently. The notice will confirm the names of the incoming Councillors who will take office on 6 <sup>th</sup> May 2025. Clerks are now able to contact the incoming Councillors to make arrangements for induction.
<b>Get prepared:</b> Prepare your member induction packs including the Code of Conduct, Standing Orders, Financial Regulations, Declaration of Acceptance of Office and Register of Disclosable Pecuniary Interests. The CALC Member induction guide also gives a broad introduction to the role of an elected member and a list of other helpful documents. Identify <a href="#">training opportunities</a> for your Council.		
Thursday 1 <sup>st</sup> May	Polling day	Polling stations are open 07:00 – 22:00. Voters must present valid identification in order to vote.
	Count and Results	The Count will take place after polling stations close, with Cornwall Council seats being counted first. The results of local council elections will be published on Cornwall Council's website as each count is completed – likely Friday 2 <sup>nd</sup> or Saturday 3 <sup>rd</sup> May.
Tuesday 6 May, 2025	Change of Council	Previous councillors cease to be members and new councillors take up office.
	Issuing summons for Annual Council Meeting	This is the first day on which summons can be issued to councillors (and agendas published) for the Annual Council Meeting.
<b>Co-option to fill vacancies:</b> The Annual Meeting should confirm that members have signed their declarations of acceptance of office (see below) and note the number of vacancies now available for co-option (if applicable). The process to recruit to co-opt can then begin.		
Monday 12 <sup>th</sup> May to	Annual Council Meeting	In an election year the Annual Meeting must take place within 14 days of the Councillors taking office. This is the meeting at which the chair of the new council is elected.

Date	Event	Notes/Actions
Tuesday 20 <sup>th</sup> May (inclusive)	Declaration of Acceptance of Office	All councillors must sign a Declaration of Acceptance of office before the start of the Annual Council Meeting which must be witnessed by the Clerk. This can be done at any time from taking office up to a few minutes before the first meeting starts. Members who fail to do so will lose their seat unless they have given apologies to the meeting in advance and the council resolves to give an extension.
Thursday 29 <sup>th</sup> May	Return of election expenses forms	The return and Declaration must be delivered to the Returning Officer at Cornwall Council within 28 days of polling day. If anyone fails to deliver them, they may be fined if they sit or vote on the Council. Where no expenses have been incurred a “nil” return must still be submitted. Anyone who is a candidate at these elections must submit their election expenses whether the elections are contested or not. A failure to meet this deadline is a criminal offence.
No later than Tuesday 3 <sup>rd</sup> June	Register of Disclosable Pecuniary Interests	<p>Every member is required to complete a Register of Disclosable Pecuniary Interests. Under the council’s Code of Conduct (and the law) this register must be completed as soon as possible after election and no later than 28 days after taking office.</p> <p>This is a public register and the information will be posted on the website of Cornwall Council. It is the member’s responsibility to ensure that a copy is submitted to the Monitoring Officer and that the register is updated when necessary. A failure to meet this deadline is a criminal offence.</p>
Wednesday 5 <sup>th</sup> November	Deadline for completion of Code of Conduct training	All Councillors must complete Code of Conduct training within 6 months of taking office. For those elected in May 2025 the deadline is 5 <sup>th</sup> November. Clerks should keep a record of the training that Councillors attend. <a href="#">Contact CALC</a> for training dates and options.



# Cornwall Association of Local Councils

Unit 1, 1 Riverside House, Heron Way, Newham, Truro TR1 2XN

## Appendix 1:

### 2025 Calendar Of Key Dates For Local Council Elections

Date	Event/Action
Wednesday 6th November 2024	Casual vacancies no longer to be filled via election.
Friday 14th March 2025	Publish of notice of election and candidate packs available
	Pre-Election Period (formerly "purdah") begins
Wednesday 2nd April, 4pm	Deadline for submission of candidate nomination papers
	Deadline for withdrawals of nomination
Thursday 3rd April, 4pm	Publish of statement of persons nominated no later than 4pm
Wednesday 23rd April	Publish of notice of contested polls
	Notice of Uncontested Election issued if applicable
Thursday 1st May	Polling day Pre-Election Period ends at 10pm when polls close
Tuesday 6 May, 2025	Change of Council - Former Cllrs term ends, new Cllrs begin
	Earliest point for issuing summons for Annual Council Meeting
	Point at which any remaining vacancies can start to be filled via co-option
Monday 12th May to Tuesday 20th May (inclusive)	Period where Annual Council Meeting must take place
	Declaration of Acceptance of Office to be signed before Annual Council Meeting
Thursday 29th May	Deadline for return of election expenses forms
Tuesday 3rd June	Deadline to submit Register of Disclosable Pecuniary Interests
Wednesday 5th November	Deadline for Code of Conduct training to have been completed by all Cllrs