

**TAVISTOCK TOWN COUNCIL  
TUESDAY 13 DECEMBER, 2022**

**BRIEFING NOTE  
PRE-CANDIDATURE ACTIVITIES**

**1. BACKGROUND**

- 1.1 Elections to Town/Parish and District Councils will be held in Devon on 4<sup>th</sup> May, 2023. Tavistock Town Council currently comprises 17 Councillors distributed across three wards – Tavistock North (7), South West (5) and South East (5). All seats will fall vacant.
- 1.2 Historically the Council has taken the view that it is appropriate to promote participation in the democratic process, and encourage interested members of the community to consider standing for election to public office. Contested elections provide an opportunity for the community to express its 'democratic will' and exercise choice through the election of an accountable, representative and diverse Council Chamber.

**2. CURRENT SITUATION**

- 2.1 To that end it is proposed that, as in 2019, a pre-candidature event be run early in the New Year to provide an opportunity for prospective new candidates to be Councillor to find out more about the role, and assist them in determining whether they wish to seek election. An indicative information leaflet (Appendix 1) is appended to provide key information and publicity - both for the pre-candidature event specifically and serving as a Councillor more generally. Some outstanding details will be populated as they become available.
- 2.2 Both the event, and subsequent measures to promote interest amongst prospective candidates would be supported by: -
  - a) Active publicity with the local media, including advertisements, web and social media postings (alongside the normal national and local publicity given to the election process);
  - b) Post-election - the normal induction, training and familiarisation arrangements.

### **3. RECOMMENDATIONS**

- 3.1 That the Committee and Council review and, as appropriate, endorse the enclosed indicative pre-candidature information leaflet and accompanying approach as set out in para 2.2 above.

**CARL HEARN  
TOWN CLERK  
DECEMBER 2022  
TAVISTOCK TOWN COUNCIL**

## Will I receive any form of training?

- Initial training will be available to all Councillors and a range of activities will be made available throughout each year
- Training includes basic functions of the Council, Councillor skills, Local Government and current major issues to help you fulfil your duties as a Councillor

## Will I receive any other support?

- Tavistock Town Council staff are committed to help you to fulfil your duties. The Clerk and his team will be pleased to help you and answer your questions

## WHAT DO I DO NEXT?

All Tavistock Town Council seats are up for election on 4th May 2023. This offers you an opportunity to stand as a representative of your community.

The election process begins on **(to be advised)** when the official Notice of Election is published. You will need to submit nomination papers to the Borough Council by 4.00pm on **XXX April 2023**.

For more information on the election process or to order a nomination pack, please contact the West Devon Borough Council Electoral Services Team on or after **(to be advised)**:

### ELECTORAL SERVICES

West Devon Borough Council  
Kilworthy Park  
Tavistock  
Devon PL19 0DZ  
Tel: 01822 813665  
Email: [elections@swdevon.gov.uk](mailto:elections@swdevon.gov.uk)

## COME AND MEET US...

Tavistock Town Council will be holding an information evening in the Council Chamber, Drake Road, Tavistock. This will give an outline of the role of a Councillor, including how the Council operates, together with an opportunity to ask questions.

We look forward to meeting you then. To find out more about Tavistock Town Council and existing Councillors you can also visit our website; [www.tavistock.gov.uk](http://www.tavistock.gov.uk)

## WANT TO KNOW MORE ABOUT THE COUNCIL OR BEING A COUNCILLOR?

To come to our information evening on **(date to be arranged)**, call the Assistant to the Town Clerk, Jan Smallacombe, on 01822 613529.

Tavistock Town Council  
Drake Road  
Tavistock  
Devon  
PL19 0AU



**Tavistock Town Council**  
*Working for the local community*

**COUNCILLORS CAN  
MAKE A DIFFERENCE!**



## COUNCILLORS CAN MAKE A DIFFERENCE!

Could you be one of 17 Town Councillors who will be elected in May to take a lead in providing local services for Tavistock?

To find out more come along to our information Evening at

### Town Council Chamber

Drake Road, Tavistock

6.30pm on **(to be confirmed)**.

To arrange to attend call the Assistant to the Town Clerk, Jan Smallacombe, on 01822 613529.

## A COUNCILLOR... WHO ME?

To be a local Councillor, you must be at least 18 and a British, Commonwealth or European Union Citizen. In addition you will be qualified if you have during the whole of the 12 months or on the day in which you are nominated, or the day of the election, resided within the Parish or within 3 miles of it or occupied as an owner or tenant any land or premises in the Parish or had your principal or only place of work there.

## WHY WOULD I WANT TO BE A COUNCILLOR?

People stand for election for many reasons

- To speak on behalf of the local community and help local people

- To contribute business or professional skills to public life

- To play a role in shaping the future of their local community

Councillors play a vital role in shaping and directing local services for the benefit of local people. They work with the Police, Health and other public bodies, representatives of organisations and the private sector.

The position of Councillor is central to our local communities. Councillors act as the democratic voice of local people and ensure that local services meet local needs.

## WHAT'S INVOLVED IN BEING A COUNCILLOR?

The role of a Councillor can be varied and rewarding. Four main areas of responsibility are:

- Representing the people in your area
- Community leadership
- Influencing the way local services are delivered
- Formulating local policies

## YOUR QUESTIONS ANSWERED

What would my time commitments be?

It will depend on the extent of your involvement and what role you take on the Council.

- The length of most meetings is under two hours

- You are likely to be required to deal with constituents' queries at home.

## Can I afford it?

- The Council has an allowance scheme for all elected Members which will be subject to review periodically. All Councillors receive a basic allowance currently £722 per year **(under review)**

- In addition the Mayor, by virtue of their special responsibilities, receives an additional allowance

## Will it affect any benefits I receive?

- The situation regarding benefits can be complicated, so you are advised to seek the guidance of your local Benefits Office if in doubt

## Do I have to be a member of a political group?

- No, Councillors need not be identified with a political group, although some choose to be

## Where and when do meetings take place?

- Most formal meetings of the Council and its Committees take place in the Council Chamber, Drake Road, Tavistock. Meetings are held at various times but generally begin at 6.30pm on a Tuesday evening

## What initial help will be given?

- There will be an induction programme to help you understand the Council's services and priorities, and the aims and challenges we face. Detailed advice will be provided to newly elected Councillors about sources of information and how they can be accessed

