



May 2025 Elections

**GET INVOLVED MAKE A DIFFERENCE!**

Candidate Information Pack

“MAKE A DIFFERENCE WHERE IT MATTERS MOST - RIGHT HERE IN YOUR COMMUNITY. YOUR VOICE, YOUR IDEAS, YOUR COMMUNITY - STAND FOR ELECTION AND HELP SHAPE THE THE FUTURE ”



## Standing for Election to St Dennis Parish Council



in

**May 2025**

**Cornwall Association of Local Councils**

[www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

## So, what do Councillors do?

Councillors make decisions that influence how the Council works. The decisions they make affect the lives of everyone who lives and works in St Dennis or comes to visit here. Councillors also help people get and access the services they need when they experience difficulties.

### If you are a Councillor, you will:

- represent everyone in your area
- be a community leader, bringing together partner organisations
- help sort out problems for the people you represent
- work with community groups, the police and others to get things done
- hold the Council and other public organisations to account for their performance and the decisions they make
- help agree the budget for the Council and the level of tax
- help decide which services the Council will provide
- be honest, open and abide by accepted standards of public life
- work with the Council Officers to help resolve issues in your Parish and receive their support to do your job
- explain and justify Council decisions and policies
- be a public figure and have your contact details published as a point of contact

### Could you do it?

It is important that the Council represents a cross section of all the walks of life of our community and that Councillors have different levels of education, knowledge and experience. Using your own skills and experience will help your council make a real difference to your council and your community.

You can stand for election as an independent Councillor or as a representative of a political party, but you must be their duly authorised candidate. You will serve a four-year term and will be required to attend at least one meeting per month.

### Does this sound like you?

- involved in community life
- confident
- keen to help people and prepared to listen
- determined
- flexible
- practical
- well organised
- keen to see community initiatives succeed
- good at communicating and working with people

## 'The Small Print'

**To be a Councillor you must:**

- be at least 18 years old
- be a British, commonwealth or EU citizen
- be on the electoral register, or have lived, worked or owned property in the parish for at least twelve months before the date of election
- you cannot be an employee of the council

**How much time will it take?**

Every Councillor approaches their role differently, but it does require a significant commitment. You will have agreed to attend every meeting that you are nominated to. On average the Council meets once per month and runs a number of committees in support of its work. There will also be other informal meetings including Cornwall Council network meetings and other community organisations. You may also be appointed as a council representative to an outside body attending those meetings and reporting back to council.

**Do I get paid?**

The Council will meet the cost of your approved training, travel and subsistence allowances for attending outside meetings. You may also claim expenses to cover mileage to cover authorised travel on behalf of the council.

**What training will I receive?**

There will be induction training for all Councillors during the first six months. You must be available to attend these evening sessions which are essential to your work as a councillor. In addition, the Council has made it a requirement that Councillors undertake specific training for certain roles: e.g. to sit on the Planning Committee or the Staffing Committee, or to Chair a Committee.

As a Councillor you will be supported by the Clerk, the Admin team who will also support you in your role and will arrange any training identified to support you in your work.

**Standards in Public Life**

The Council has signed up to the national requirement to have a code of conduct which promote standards in public life. You must agree to abide by this Code and meet the standards whenever you are acting as a councillor, or when the public would think that you are acting as a Councillor. It is essential that you treat all people fairly and respectfully.

The Code of Conduct also requires you to complete a public register of your interests and those of your partner within the parish and this will be published on Cornwall Council's website. As a Councillor you must declare your interests e.g. business, landholdings, personal etc that may influence the decisions of the Council.

**Being a Councillor**

Depending on your interests and experience you could find yourself taking on particular responsibilities in your Council work. Whatever role you take on you will need to work closely with other members, Cornwall Councillors and our partner organisations.

Being a local representative : this is a rewarding part of the job and is the role of all Councillors. You will work with others to raise issues on behalf of local residents.

Being a member of a Committee: e.g. Planning or Cemetery say, where sometimes matters can be very controversial. Committees are a place for a real focus on specific areas of the Council's work and a chance to get involved in the detail of decision making.

Being a council representative : as a Councillor you will have opportunities to attend meetings of the Cornwall Council Community Network Panels and meetings of other organisations as a council representative. You will be able to feedback to the Council on the work of others.

## **Working Together**

Councillors decide upon policies with advice from the Clerk, who is also there to put Council decisions into practice. This is a close working relationship and mutual respect is important.

## **Frequently Asked Questions**

### **What Does my local Council do?**

The powers of a Parish Council are varied. The Council exists as the most localised form of government and is there to serve and represent the Parish of St Dennis and its residents and electors.

- Open Spaces
- Playing Fields
- Public Toilets
- Special projects / events
- War-memorial maintenance
- Bus shelters and seating

These are just some areas where your Parish Council can act to improve the village and surrounding areas and support the local people.

Parish Councils can also play a major part in local consultation:

- County consultation on waste, tourism, education and transport
- Acting as consultees on planning applications in the Parish, and the provision of services within the Parish.
- Government consultations on legislation that might affect the future of the village, county or country.
- Forming local policy – Neighbourhood Plans and Emergency Plans

## Is Becoming a Councillor Worth While?

Being a local Councillor can be a rewarding experience, here are some views from our current councillors:

**Cllr Jennifer Griffin:** *“My inspiration to become a Parish Councillor, was to be able to see how things are done, to be able to influence how things, and what things are done, and to proudly be a member of my minority community being able to serve in Public Office.”*

*“I enjoy the role, seeing projects and decisions come to fruition - despite sometimes seeming to be 'dragged out over a prolonged time'. This was particularly pleasing to me with the Christmas Tree and Parade Project, and look forward to participating again later this year.”*

**Cllr Alison Griffin:** *“I moved to St. Dennis 5 years ago and found the village to have a wonderful community atmosphere and got to know many of the staff and councillors of the Parish Council. When I heard there was some vacancies I decided to come and watch. I became a co-opted member about 2 years ago and have really enjoyed learning about the process and the work that goes into making this such a lovely community to live in.”*

*“I enjoy the community events, the litter picks, Christmas tree and Remembrance parade especially and I find it rewarding when I walk around the village and see all the things that the parish council do for the village.”*

**Cllr Clarke:** *“I moved into the village in 1984 and knew very little about the Parish Council and its workings. One evening, I was moaning about something to friends, and they suggested that I get off my high horse and find out more about how the Parish Council operates. To start with, I did not know who was responsible for the playing field, cemetery, grit bins, and other local services.”*

*“Now, 30 years on, I am proud to still be a member of St Dennis Parish Council. Being part of the Council has allowed me to help residents by pointing them in the right direction if they have concerns about roads, public spaces, or local issues. I regularly receive phone calls and visits from residents wanting to discuss matters affecting the community, and I do my best to assist or guide them toward the appropriate channels.”*

*“Many of the young people using the playing field know where I live, and they often come to me with ideas for improvements or to report concerns, such as someone being injured or losing a bike or skateboard. While this can sometimes be challenging, it also shows that they know I care about their needs and the facilities available to them.”*

*“It is a privilege to be involved in community events such as the Carnival, Christmas Carol services, and representing the Parish Council at wider meetings. Over the years, I have had the honour of taking part in key national moments, including presenting commemorative coins to schoolchildren for HM Queen Elizabeth’s birthday and Jubilee, as well as reading the official proclamation on her passing and the ascension of King Charles III.”*

*“One of the key aspects of being a Parish Councillor is supporting residents in raising issues with the relevant authorities. Some people may feel uncertain about approaching the Parish Council directly, and I am happy to assist by passing on concerns or guiding them through the reporting process.”*

*“Being part of the Parish Council has given me the opportunity to serve the community, help address local concerns and contribute to making our parish a better place for everyone.”*

## **Structure of St Dennis Parish Council**

### **Committee Structure:**

The Committee Membership is reviewed at the Annual Meeting of the Parish Council (new Councillors are asked which Committees they would be interested on sitting on), the timetable of meetings for the year and representation on a number of outside bodies are also approved at this meeting.

The Council has 6 Committees:

- Planning
- General Purpose Finance & Audit
- Data Protection & Staffing
- Education Bursaries
- Cemetery
- Playing Field

The Committees met once every three months except for the Planning Committee who meet as and when required to consult on planning applications received from Cornwall Council.

### **Full Council**

The Full Council meets 12 times per year on the first Tuesday of each month (with the exception of January where we meet on the second Tuesday). The minutes of each committee meeting held during the month are submitted to Full Council for the adoption of recommendations made during those meetings.

The Conduct of members is controlled through St Dennis Parish Council's adopted Code of Conduct and the conduct of meetings through the Council's Standing Orders – these are the written rules of a local Council. They are used to confirm the Council's internal organisation, administrative and procurement procedures and procedural matters for meetings.

### **Our Services and Assets**

The Council operates and are responsible for a number of services across the Parish as well as owning and maintaining a number of assets:

- Hall Road Cemetery
- St Dennis Playing Field
- Trelaovur Prazey Green
- Trelavour Square car park
- Public toilets
- War memorials
- Verges and footpaths
- Grit bins

More information about these services can be found on our website [www.stdennisparishcouncil.org](http://www.stdennisparishcouncil.org) or by contacting the Parish Council office on 01726 821700.

### **Services we do not provide**

There are many statutory services that are still provided by [Cornwall Council](#) including:

- Housing
- Council Tax
- Benefits
- Tackling anti-social behaviour
- Environmental issues e.g. fly tipping, street cleaning, pest control
- Food Hygiene & Safety
- Planning enforcement
- Road maintenance & parking issues (potholes)
- Street Lighting
- Recycling & rubbish collections
- Licensing

### **Devolution**

Devolution is a wonderful opportunity to sustain locally-led service delivery, enabling the community to have more control and investment in the Parish and it's assets.

In 2016 the Parish Council took over the responsibility for the public toilets in the village, these would have been closed if we had not.

In the next year we are planning to take on the Hall Road play area and re-develop it so that it suits the needs of the residents. This area has been neglected for far too long. The Parish Council are also taking over responsibility for the verge cutting in Hall Road, Manson Place and Halimote Road. This follows numerous complaints from residents over the past few years.

### **Council Staff**

The administrative centre for St Dennis Parish Council is the office within The ClayTAWC Centre, Fore Street, St Dennis.

### **Administrative team**

- Parish Clerk / Responsible Financial Officer
- Senior Office Administrator
- Office Administrator

### **Maintenance team**

- Two Maintenance Operatives
- Litter Patrol Officer / Relief Maintenance Operative

### **So How do I get elected?**



Local Council Elections will be held on Thursday the 1<sup>st</sup> May 2025, Further information, including links to the nomination papers will be available from our website: [www.stdennisparishcouncil.org.uk](http://www.stdennisparishcouncil.org.uk) or from [Cornwall Councils website](#) 2025 elections.

### **Election timetable**

<b>Nomination papers available:</b>	Friday 14 <sup>th</sup> March 2025
<b>Close of nominations:</b>	4pm Wednesday 2 <sup>nd</sup> April 2025
<b>Statement of Persons Nominated issued:</b>	4pm Thursday 3 <sup>rd</sup> April 2025
<b>Notice of Contested or Uncontested Election:</b>	Wednesday 23 <sup>rd</sup> April 2025
<b>Polling Day:</b>	Thursday 1 <sup>st</sup> May 2025

If you are elected to serve on the Council, please remember to contact the Clerk as soon as possible to complete the process. You will take up office on Tuesday, May 6<sup>th</sup>, 2025 and the first meeting of the council will be held on **13<sup>th</sup> May 2025**.

**To find out more about what's involved in being a Councillor, contact the Cornwall Association of Local Councils:**

Tel: 01872 272648

Email: [enquiries@cornwallalc.org.uk](mailto:enquiries@cornwallalc.org.uk)

Web: [www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

### **Still have a question?**

Contact us

Tel: 01726 821700 email: [clerk@stdennisparishcouncil.org.uk](mailto:clerk@stdennisparishcouncil.org.uk)

### **Further useful links:**

[National Association of Local Councils](#)

[The Seven Principles of Public Life](#)

[Local Government Association: The Councillor's Role](#)

[The Electoral Commission: Guidance for candidates standing for election](#)

[St Dennis Parish Council Code of Conduct](#)