



CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A, 1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO TR1 2XN

Serving the parish and town councils of Cornwall

February 5th, 2021

CALC ELECTIONS UPDATE

With the Government announcement that elections will be held on May 6th, 2021, we have prepared the following FAQ sheet.

1. Notice of Election

The elections will be called on March 22nd, 2021. This is a week earlier than normal to extend the period for candidates to complete and submit their forms.

2. How to obtain candidate packs

Candidate packs and applications forms will be available in two formats.

- i) Packs will be available to download from Cornwall Council's [Elections page](#)
- ii) A limited number of hard copies of the Candidate Packs will be posted to the Clerk for use by members of the public who are unable to download from the website.
- iii) Local councils will be issued with application forms for their own parish. Hard copies of candidate packs for Cornwall Council divisions will be available on-line or from Cornwall Council.

3. Will candidates be able to canvass during their election campaign?

Written advice from Government confirms that the current lockdown restrictions 'do not support door to door campaigning or leafleting' as part of canvassing for elections either by candidates or by campaign representatives. The full statement is available to download [here](#).

4. How do candidates submit their applications?

Candidates are encouraged to read the full pack before completing the form. Applications to stand cannot be made on-line. Completed forms must be returned to the office nominated in the pack to receive applications for your area. Candidates or their representatives are asked to make an appointment so that an officer is on hand to ensure that the form has been completed properly and can be properly registered.

The Clerk should not be asked to deliver candidate applications for existing councillors or others standing. It is the responsibility of each candidate to ensure that their candidate form is submitted properly.

5. Is there an alternative method for candidates who are shielding or self-isolating due to track and trace?

No, Cornwall Council cannot accept applications without a wet signature. The forms can be delivered by a 3rd party but please ensure that the paperwork has been properly completed as any errors would require a return journey once the corrections have been made.

6. When will the electoral roll be made available?

The electoral roll will be published on March 1st, 2021. If you wish to receive a copy for electoral purposes, the Clerk should email Electoral Services after March 1st, requesting a copy.

7. Voting

i) **Registering to Vote** : In order to participate in the elections you must be registered to vote. The deadline for applications is midnight on Monday April 19, 2021. Local councils are encouraged to advertise how local residents can register either on line or by downloading a registration form. Further information is available from [Cornwall Council Register to vote page](#).

ii) **Voting in person** : Polling stations will be open between 7am and 10pm. Further information will be published nearer the time but it is expected that voters will be required to wear a mask, sanitise before entering the building and bring their own pen/pencil.

Preparations are underway to ensure that all polling stations will be Covid secure on May 6th, 2021. A survey of buildings used for voting is underway, asking for your help to identify locations which may not be suitable. Any help you can give to completing the questionnaire or sending it to someone who can is appreciated. Information should be emailed to ess.mail@cornwall.gov.uk

iii) **Postal voting** : Applications for postal votes are available until 11 days before the elections. Further information is available on the [Cornwall Council Postal voting page](#).

iv) **Proxy voting** : An elector can nominate someone to vote for them at the polling station. Further information is available from the [Cornwall Council Proxy voting page](#).

To accommodate anyone testing positive for the virus or told to isolate due to track and trace, the Government has changed the deadline for

applications for a proxy vote. This can now be done any time up to 5pm on the day of the elections.

8. What can the Clerk do to facilitate local council elections?

- i) After the elections have been called Cornwall Council will use the Clerk as the point of contact for all election notices etc. The Clerk is asked to facilitate posting of the public notices and advertising the various stages of the elections process on noticeboards and the council's website.
- ii) Using the information above, use the council's website and notice boards to encourage people register to vote and make them aware of the other ways in which they can vote safely on May 6th, 2021.
- iii) The Clerk should start preparing for the elections and the post-election period. You may wish to consider the following :
 - a) Prepare a local candidate pack which includes the dates of meetings for the next three months, any training arranged for new members, the contact form nominating an email address, a map of the parish boundary and anything else useful for prospective candidates. This can be made available on-line for posting on your website.
 - b) Prepare member inductions packs for all councillors elected to the new council. The CALC website includes an induction guide and list of council documents which can be tailored for your council. The pack should also include links to reference materials such as the Good Councillors Guide, and guides to Finance, Employment and Community Business available to download from www.nalc.gov.uk.
 - c) Ensure that your council website is up to date and check that links to outside sources are working. Anyone considering standing for election is likely to look at your website for information on the council. Pre elections is a good time for a tidy up and gathering together examples of work undertaken by the council.

Further information on elections is available from [The Electoral Commission](#)

We will continue to update our elections page on the CALC website but if you have any questions please do not hesitate to contact us.

Sarah Mason
County Executive Officer