

Email from Marcella Heath, Democratic Services Manager, NKDC  
15<sup>th</sup> September 2014

Dear Parish/Town Clerk

This is an initial email regarding the elections taking place next year. There will be three elections all taking place on Thursday 7<sup>th</sup> May 2015 - Parliamentary (General), North Kesteven District Council and Parish Elections.

We are currently making various preparations for the conduct of these elections and so will keep in regular contact with you over the coming months. Information will also be posted on the District Council's corporate website in due course.

In the meantime, I would be grateful if you could make your Parish Council aware of the content of this email.

**Election Costs - Budget/Precept:**

The Representation of the People Act 1983 (Section 35), places a duty on a returning officer to oversee the election of parish councillors within their local area and to re-charge election expenses.

As you will appreciate the planning and conduct of elections is quite a logistical exercise that places many demands upon various resources. Every effort is taken to streamline costs whilst taking account of legislative requirements and standards set by the Electoral Commission to ensure that elections are effectively conducted. As there may be three elections taking place in some areas, then, some costs will be apportioned in 1/3rds (33%) which will help keep Parish costs down for 2015 such as postage, fuel, equipment, staff and labour fees, polling station & count venue hire etc. However, there are some election costs that are directly attributable to a parish and these will include printing.

Election costs have been increasing steadily and so we would recommend that Parishes set aside at least approximately £1,000 to cover their share of election costs. Larger Councils may wish to set aside a slightly higher amount or at least have a contingency in place. Of course not all elections will be contested but a small administrative fee will still apply for non-contested elections. At this stage it is difficult to be more precise with election costs but our advice is to be prepared in budgetary terms.

**Election Information & Events:**

We plan to hold an 'election' briefing event early next spring and we will be in contact again with a date.

For anyone who may wish to start reading now, the Electoral Commission is an important source of information for anyone considering standing as a candidate which can be found at <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

Nomination packs can be viewed and downloaded so that candidates become familiar with these documents ahead of next year.

The Lincolnshire Association of Local Councils also provides essential information and support to affiliated Parish Councils.

**NK Elections Team:**

Just to give you a little background and an introduction to some of the Elections Team who will be leading next year's elections:

Ian Fytche, Chief Executive of North Kesteven District Council is the Returning Officer for both the District and Parish Council elections. Ian will also be the Acting Returning Officer for the Parliamentary Election.

Alan Thomas, Deputy Chief Executive of North Kesteven Council will be the Deputy Returning Officer for the District and Parish Council elections and Acting Deputy Returning Officer for the Parliamentary.

Gill Hopkins is the Electoral Services Officer providing electoral registration and elections planning support along with the Electoral Services Team.

Marcella Heath, Democratic Services Manager will be responsible for the co-ordination of the election.

I hope that this information helps and please don't hesitate to contact me if you have any queries.

Kind regards Marcella

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