

Do you want to be a Town Councillor?

Welcome session - 5th March 2019 at 6.00 p.m. come and have a chat



Nineteen seats on Whitby Town Council are up for election on May 2nd this year. This is a good opportunity for new candidates to come forward to represent the town by standing as a councillor on the Town Council. Perhaps you are a local resident who cares about supporting the local economy and improving local amenities, protecting green spaces and local transport links among many other issues.

To answer any questions, you may have about the role, come to our Welcome Session at 6.00 p.m. on Tuesday 5th March 2019 at Pannett Art Gallery. We have also put together some information on the Elections page on our website. If you are unable to attend our welcome session and are interested in becoming a Town Councillor, please contact us on 01947 820227 or town.clerk@whitbytowncouncil.gov.uk for an informal chat and to enable us to answer any questions. Notice of the Election will be published on 13th March 2019 and Nomination forms will be available from the 14th March and must be returned by hand to Scarborough Borough Council before 4.00 p.m. on 3rd April 2019 so give us a call and we will talk through the role with

Timetable

Local Elections 2nd May 2019

The Borough of Scarborough Wards and Parish / Town Councils

Notice of Election	Wednesday 13 th March 2019
Delivery of Nomination Papers commences <ul style="list-style-type: none"> Borough Ward nominations 8:30am – 5pm daily Parish / Town nominations 9am – 4:00pm daily 	Thursday 14 th March 2019
Last day for delivery of nomination papers (4pm) (Includes withdrawal of nomination papers) Last day for appointment of election agents	Wednesday 3 rd April 2019
Publish statement as to Persons Nominated (4pm)	Thursday 4 th April 2019
Deadline for applications to be included on the register of electors to be used at the election	Friday 12 th April 2019
Last day for new applications to be vote by post (5pm) (or to change existing absent vote details e.g. cancellation or redirection of ballot papers)	Monday 15 th April 2019
Last day for new applications to vote by proxy (5pm)	Wednesday 24 th April 2019
Publish Notice of Poll	Wednesday 24 th April 2019
Deadline for appointing polling or counting agents	Thursday 25 th April 2019
Publish final register of electors for this election	Thursday 25 th April 2019
First day to request replacement for lost postal ballots	Friday 26 th April 2019
POLLING DAY (7am – 10pm) <ul style="list-style-type: none"> Last day for applications to vote by emergency proxy (due to medical/education/employment) (5pm) 	Thursday 2 nd May 2019
Parish / Town candidate deadline - return of election expenses forms	Thursday 30 th May 2019
Verification and Count	Friday 3 rd May 2019
Borough Ward candidate deadline - return of election expenses forms	Friday 7 th June 2019

There are some links to documents below that may help you to make decision/find out more about the role.

[Information for Prospective Councillors](#)

[Information about being a Whitby Town Council](#)

[Scarborough Borough Council Guidance for Candidates](#)

Guidance for candidates issued by Scarborough Borough Council including how to stand for election to a parish or town council

[Link to Electoral Commission Website - advice for standing in a Parish/Town Council Election](#)

Eligibility to stand as a Town Councillor

Candidates must be qualified to stand for election.

On the day of nomination and the day of poll, you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union, and
- meet at least one of the following four qualifications:

Your name must appear on the register of local government electors for the parish/community at the time of your nomination and throughout your term of office should you be elected.

You have occupied any land or other premises as owner or tenant in the parish/community during 12 months before the day of your nomination and the day of election.

Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish/community area. You do not have to have paid employment to qualify, as long as your main or only place of work is in the parish/community area.

You have lived in the parish/community area or within three miles of it during 12 months before the day of your nomination and the day of election.

You may be disqualified as a candidate if:

- You are employed by the parish/community council or hold a paid office under the parish/community council (including joint boards or committees).
- You have been declared bankrupt in the last five years and have not repaid your debts.
- You have been convicted of a criminal offence and sentenced to at least three months imprisonment (including any suspended sentence) within the previous five years.
- You are disqualified due to corrupt practices under the Representation of the People Act 1983 or the Audit Commission Act.

For more information relating to these qualifications, please see the [Electoral Commission's Guidance](#) or give us a ring on 01947 820227.

INFORMATION FOR PROSPECTIVE COUNCILLORS

Whitby Town Council was formed in 1974 following the reorganisation of local government. It consists of seven wards represented by 19 councillors in total.

Meetings of the full Town Council are held on the first Tuesday of every month at 6.45 p.m. in the Pannett Art Gallery. In addition to the full Town Council meetings, there are seven standing committees who meet at varying intervals. The exceptions to this are the Finance Policy & General Purposes committee which meets once a month on the third Tuesday at 6.15 p.m. and the Planning committee which meets twice every month on the second and fourth Tuesday starting at 6.00 p.m.

The Standing Committees are

Finance Policy & General Purposes Committee - This committee acts as the co-ordinating body for the management and administration of the Council's affairs including all financial and governance matters.

Planning Committee - This committee is responsible for making recommendations to the District Council about planning applications within Whitby and protecting the built environment by monitoring activity on listed buildings and the conservation area.

Human Resources Committee - This committee acts as the co-ordinating body for the management of the Council's employees.

Town Development and Improvement Committee – This committee is responsible for responding to issues on environment, highways and general maintenance of the Town.

Pannett Art Gallery Committee – This committee acts as the co-ordinating body for the management and administration of the Pannett Art Gallery.

Harbour Committee – This committee is responsible for responding to issues relating to Whitby Harbour

Pannett Art Gallery & Whitby Museum Joint Management Committee – this committee is responsible for ensuring the building management is operated within the bounds of the High Court Action and Lease relating to the Whitby Literary & Philosophical Society who run Whitby Museum

The Town Council has its own website www.whitbytowncouncil.gov.uk and all of our councillors have their own councillor e-mail address. Most between meeting communication is done via e-mail.

The Town Council is involved in a wide range of activities and projects such as: the operation of the Pannett Art Gallery, public toilets, Armed Forces Day and Xmas Festival Events

The Town Council employs six members of staff, all part time except the Town Clerk and Pannett Art Gallery Curator who are full time:

- The Town Clerk / Responsible Finance Officer who is responsible for the overall management and administration of the Town Council's operations and finances.

- The Deputy Clerk / Civic Officer who deputises for the Clerk and is responsible for managing the Town Council's Civic diary and Event organising in addition to the Planning Committee.
- The Pannett Art Gallery Curator who has a special role in the running of the Art Gallery and assists with the Town Council's event programme
- Three Facilities Management Team members who help with the day-to-day tasks and website/social media updating and the operation of the Pannett Art Gallery.

As a new councillor you would be made very welcome, the minimum input required would be to attend the full Town Council meeting once a month and occasional training. However, most councillors are on at least one committee and take responsibility for matters relating to their committee's work remit. The rest is up to the individual and it's a great opportunity to get involved and contribute to the local community.

Whitby Town Council

Could I be a Town Councillor?

As a councillor you can become a voice for your community and affect real change. It helps if you're a "people person" who enjoys talking to other residents but, more importantly, you need to have the concerns and best interests of the Town as a whole at heart. Councillors are community leaders and should represent the aspirations of the public that they serve.

Town Councils are the most local part of our democratic system and are closest to the public. Why don't you stand for Whitby Town Council and see what difference you can make to your local community?

How much time does it take up & when?

On average, less than a couple of hours a week. Obviously there are some councillors who spend more time than this – and some less, but in the main, being a Town Councillor is an enjoyable way of contributing to your community and helping to make it a better place to live and work. Council meetings are always held in the evening – as are most meetings of the other groups which councillors attend on the Council's behalf. Council working groups sometimes meet in the daytime if the meeting needs officers from other organisations or local authorities to attend. Talking and listening to your fellow residents can be done at any time but you must be able to spend a couple of hours month (in the evening) attending the Council meetings.

What services does it provide?

Whitby Town Council has an overall responsibility for the well-being of its local community. Its work falls into three main categories:

- representing the local community
- delivering services to meet local needs
- striving to improve quality of life in the Town

How does it make decisions?

Whitby Town Council is made up of 19 councillors who meet regularly to make decisions on the work and direction of the Council. As an elected body, the Town Council is the first level of local government and, through its councillors, is responsible to the people it represents – that's the local community.

Attending a council or committee meeting is the best way to find out what it does. Meetings are advertised together with the relevant papers on our website. Have a look at the other pages on the website to see what the Town Council has been dealing with recently.

Where does it get its money from?

Each year the Town Council asks for a sum of money, called a 'precept', which is collected through your council tax. This money is used by the Town Council to improve facilities and services for local people and run the Council. Town Councils can also apply for grants and loans.

How are Town Councillors elected?

Town Councillors are elected to represent a geographical area known as a ward. They are elected by people who live in that ward. Whitby is divided into seven wards with nineteen elected Councillors.

What do Town Councillors do?

Councillors have four main areas of work:

1. Decision-making: through attending meetings and committees with other elected members, councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented;
2. Monitoring: councillors make sure that their decisions lead to efficient and effective services by keeping an eye on how well things are working;
3. Getting involved locally: as local representatives, councillors have responsibilities towards their residents and local organisations. This often depends on what the councillor wants to achieve and how much time is available.
4. Advocating, on behalf of individuals or Whitby as a whole, to Scarborough Borough Council North Yorkshire County Councillor and other bodies e.g. Yorkshire Water, Environment Agency etc.

The day-to-day work of a councillor may include:

- Contributing to council committees and working groups
- bringing Whitby residents' concerns to the attention of the Council
- going to meetings of local organisations
- going to meetings of bodies that affect the wider community, such as the police, the Highways Authority, schools and colleges

A Town Council might provide and/or maintain some of the following services:

- allotments
- burial grounds
- car parks
- community transport schemes
- footpaths
- litter bins
- local youth projects
- open spaces
- public toilets
- planning consultation
- bridleways
- bus shelters
- library services
- crime reduction measures
- leisure facilities
- street cleaning
- street lighting
- tourism activities
- village greens