



**Get involved,  
Make a difference!**

**Standing for Election to**

**St Erme Parish Council**

**In May 2025**

[www.stermeparishcouncil.org.uk](http://www.stermeparishcouncil.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 Erme 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 Parish Council 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 may run several 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 outside of the parish.

### **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.

As a Councillor you will be supported by the Clerk 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. You will also be required to attend Code of Conduct training within 6 months of taking office.

## Being a Councillor

Depending on your interests and experience you could find yourself taking on 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 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.

## Structure of the Council

St Erme Parish Council has 7 Parish Councillors who are elected on a four-year term. The full council meet once a month, usually on the first Tuesday in the month. There may occasionally be extraordinary meetings if required.

There are currently two committees, and one Working Group and each committee's responsibilities are listed below:

- **St Emergency Plan Committee:**

The Emergency Plan Committee oversees the 'Emergency Plan' for St Erme and makes sure the plan is kept up to date and is reviewed regularly. The committee are the main coordinators of the Plan if it is activated.

The committee is made up from 4 Parish Councillor's and 4 members of the public. The committee meet at least twice a year to review the 'Emergency Plan' and may hold additional meetings if required.

- **St Erme Neighbourhood Plan Committee:**

The Neighbourhood Plan Committee is made up from 4 Parish Councillor's and 4 members of the public.

The committee do not meet at the present time but will be looking to review the St Erme Neighbourhood Plan soon.

- **St Erme Health & Wellbeing Working Group**

The Health & Wellbeing Working Group is made up from one Parish Councillor, the Parish Clerk and five members of the community.  
The group meets once a month.

**All committees report back to full Council, the authorising and responsible body for all decisions taken on behalf of St Erme Parish Council.**

### **Staffing Structure**

St Erme Parish Council currently has two members of part-time staff.

The Clerk, Mrs Sally Trethewey, who is also the Parish Council's Responsible Financial Officer.

and a

Maintenance person who carries out maintenance jobs within the Parish.

We have a contract with Probus Parish Council to provide an 'Environmental Enforcement Officer' who is authorised by Cornwall Council to issue fixed penalty notices for littering, dog fouling and fly posting within St Erme Parish.

### **Election timetable:**

**Nomination papers available:** w/c 17th March 2025

**Public Notice of Elections:** 14<sup>th</sup> March 2025

**Close of nominations:** 4pm, 2<sup>nd</sup> April 2025

**Polling Day:** 1<sup>st</sup> May 2025

You can find out more information about the Parish Elections and Nomination Packs from Cornwall Council at [Cornwall Council, Parish and Town Council Elections - Polling day: Thursday 1 May 2025 - Cornwall Council](#)

Or alternately you can request a Candidate and Nomination Pack from the Parish Clerk.

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 6<sup>th</sup> May 2025 and the first meeting of the council will be held on **Tuesday 13<sup>th</sup> May 2025 at 7.30pm**

## **St Erme Parish Council**

Website: [www.stermeparishcouncil.org.uk](http://www.stermeparishcouncil.org.uk)

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