

# Information on how to become a Councillor for Stalmine-with-Staynall Parish Council

## How to become a Stalmine-with-Staynall Parish Councillor

Stalmine-with-Staynall councils' effectiveness, connectivity, and vitality hinge on the individuals chosen to lead them. We require capable, enthusiastic, and deeply engaged councillors to mirror the community. The council is 'A' political, and you do not have to have a government background in order to become a member, or any experience. The council welcome transferable skills, and life skills, people who have resided in the parish and wish to make a difference within it. There are three pathways to becoming a councillor: standing for election, co-option (filling a vacant seat post-election), or filling a casual vacancy (occurs when an elected member ceases to be an elected member as a result of, for example, their death, resignation, becoming disqualified, or being no longer qualified to remain elected).

### Six simple steps to becoming a councillor

1. Check for [elections in your area](#) or by emailing the elections officer.
2. Submit your nomination to the returning officer — learn more about the [process](#).
3. Wait for your nomination to be accepted.
4. Your nomination is made public by the principal authority.
5. Start your election campaign.
6. Polling day — [find your polling station](#).

### Am I eligible to stand for election/Co Option? What Qualifies me?

- To be able to stand as a candidate at the Stalmine-with-Staynall Council election, you must:
- Be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights.
- Be 18 years of age or older.
- Meet at least one of the following three qualifications:
- You are and will continue to be, registered as a local government elector for the Parish you wish to attend from the day of your nomination onwards.
- You have occupied as owner or tenant any land or other premises in the Town area during the 12 months before the day of your nomination and the day of the election.
- Your principal or only place of work during the 12 months before your nomination and the day of the election has been in the Parish area.

### What is the time commitment?

The Council meets 7 times a year at present, these meeting dates are agreed at the Annual May Meeting, but it will disband for summer (no August meeting). The meetings are every second Tuesday of the month and are conducted from 7pm-10pm.

### Stalmine-with-Staynall Parish Council

Each year the parish council elects a chair and a deputy chair of the council, at the Annual May Meeting. These are vital roles within the council. They are responsible for chairing the full council meetings, and they represent the council at local events through-out the year, along with its members.

The Council work closely with its community groups, faiths, schools and businesses, when ever possible, and would like to build on these relationships in the 2026/27 civic year as they have retained money within the budget to promote the council and the work it does. A memorial project at the playing field is on-going and should be completed in the 2026/27 civic year.

The Council is striding to become a vibrant, forward-thinking force within the community, who listens to its residents, meeting their needs were possible, and welcomes thoughts and ideas on how to improve its parish. It welcomes new members who wish to put forward their ideas and efforts to make the community a better place to reside in.

## **New Councillor**

### **Declaration of Office**

When a councillor is elected, or co-opted onto the council, the councillor must read out the declaration of office, and sign it at their first full council meeting. The newly appointed councillor must then within 28 days of making their declaration complete the 'Disclosable Pecuniary and Other Interest' form which will be held by the clerk, and displayed on Stalmine-with-Staynall's Parish Council website.

### **Is there any training and support?**

The council sets a training budget each year to provide any training required for councillors. The council members are very active in supporting each other within their roles. The council also has an experienced qualified clerk, whom is able to support and advise.

### **Advisement**

It is advised that candidates read through the information provided within the co-option section of the website to obtain a full understanding of how to become a councillor, and what is required within the role.

Documents to read:

- Stalmine-with-Staynall Parish Councils Standing Orders (how the council is run and what it must adhere to)
- Stalmine-with-Staynall Parish Council Financial Orders (what financially the council must adhere to)
- The Good Councillors Guide
- The Good Councillors Guide to Finance
- Stalmine-with-Staynall Parish Council Guide to a Council's Powers and Duties
- Information on how to become a councillor
- Code of Conduct
- Disclosable Pecuniary and other Interests Form