

Llandrindod Wells Town Council



Information for candidates standing for election/co-option

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Introduction

This short paper is designed to give an outline of Llandrindod Wells Town Council and its activities so that candidates know about the information listed below.

1. Standing for election

Powys County Council is the Electoral Authority and will issue the nomination forms for you to complete and organise the election process.

To be able to stand for election you must meet criteria which are:

1. You must be 18 years of age
2. You must reside either in the Council ward you wish to stand or Llandrindod Wells **Or**

You may own property in the Ward. (Please contact the County Council for full details

Or reside within 3 miles of the Ward

3. You **must not** have a current criminal record or be a bankrupt.
(Please contact the County Council for full details)
4. You must have the requisite signatures supporting your nomination form.

If you wish to gain more information in advance about the Town Council you can visit the Town Clerk who can help or speak to an existing Councillor.

Standing for co-option

Occasionally the Town Council may have a vacancy arising from a members' resignation, retirement or failure to attend for 6 consecutive months. This vacancy will be advertised as a statutory requirement to allow a resident of the particular ward to obtain 10 signatures to call an election.

If 10 signatures are not obtained, the Town Council is then able to enter into the co-option processes.

Co-option notices will be publicised on the Town Council website, social media, in noticeboards and within the press.

Applications will be invited for co-option and will be voted on via ballot at the next Full Council meeting either via Zoom or in person following the closing date.

The successful candidate will be asked to make a sort presentation at the meeting. They will then be contacted with the offer of co-option and following acceptance will receive an Induction Session with the Town Clerk.

2. Llandrindod Wells Town Council

Llandrindod Wells Town Council covers an area of 5 wards. These areas below form part of the individual wards.

North Ward

Almond Avenue	Hillcrest Close	North Avenue
Brookland Road	Hillcrest Drive	Noyadd Close
Camddwr Rise	Hillcrest Rise	Penybryn
Cefnlllys	Holcombe Avenue	Quarry Lane
Clar Court	Holcombe Drive	The Rise
Clywedog Drive	Ithon Close	Trefonen Avenue
Crabtree Green	Ithon View	Trefonen Lane
Crossgates Road	Llanfawr Close	Trefonen Way
Ddole Road	Llanfawr Lane	Tremont Road
Dulas Bank	Llethyr Bryn	Walnut Close
Heighway Court	Lon Cwm	Waterloo Road
Hernog Close	Nelson Street	
Hillcrest Avenue	New Street	

South 1 Ward

Beaufort Road	Rock Park
Broadway	Spa Road East
Brookfields	Temple Avenue
Cefnlllys Lane	Temple Avenue East
Hillside Lane	Temple Street
Montpellier Park	Western Promenade
Princes Avenue	Woodlands

South 2 Ward

Alexandra Road	Maple Ridge Close
Alexandra Terrace	Oakridge Drive
Ashridge Close	Park Lane
Brynteg	Pentrosfa
Cedar Ridge	Pentrosfa Crescent
Cefn Morfa	Pentrosfa Road
Cefnlllys Lane	Ridgebourne Close
Dolydd	Ridgebourne Drive
Gorse Farm Estate	Temple Avenue
Grosvenor Close	Temple Drive
Grosvenor Road	Western Promenade
Howey Road	Wellington Road
Lakeside Avenue	

East Ward

Arlais Road	Quarry Lane
Beaufort Road	South Crescent
Broadway	Spa Road
Craig Road	Station Crescent
Lant Avenue	Temple Street
Middleton Street	Tudor Lane

West Ward

Christchurch Court	Orchard Avenue
Dyffryn Court	Oxford Road
Dyffryn Road	Park Crescent
High Street	Park Terrace
Ithon Road	Rock House Court
Llanerch Lane	Rock House Road
Norton Terrace	Rock Park Close
Orchard Gardens	Victoria Road
Oxford Avenue	

3. Responsibilities

The Town Council is responsible for many areas of activity including the following:

- a) Town Council Offices
- b) Bandstand
- c) Station Crescent Toilets
- d) Lakeside Toilets
- e) Temple Chambers (The Hive Building)
- f) Princes Avenue Leisure Park
- g) Skate Ramp
- h) Wooden Trail (Lakeside)
- i) Crabtree Green Allotments
- j) Nurture Our Nature Garden
- k) Noticeboards
- l) Heritage Trail Boards
- m) Memorial Gardens Flower beds
- n) North Avenue Roundabout
- o) War Memorial – Refurbishment & Upkeep
- p) Town Events
- q) Christmas Lighting
- r) Website – www.llandrindod.co.uk
- s) Grants & Donations
- t) Planning Consultations
- u) Partnership Working with outside agencies and groups
- v) Liaison with Powys County Council

Llandrindod Wells Town Council will be taking over more local services which will extend the list.

4. Authority

The only person or bodies which can make decisions on Council matters are:

1. The Full Council (as a corporate body)
2. A Committee with authority given to it by the Full Council
3. The Town Clerk (within the Law and the agreed delegated limits)

No individual Councillor has any authority to make any decision on their own nor may any individual Councillor commit the Council to any expenditure without the Town Clerk's permission.

5. Councillors

The Council has 15 Councillor, as follows:

North Ward	5
South 1 Ward	2
South 2 Ward	4
East Ward	2
West Ward	2

6. Council Meetings

The Full Council Meeting has an agenda which is set by the Town Clerk in consultation with the Chair.

However, the agenda is normally made up of items which have been put on the agenda by the Town Clerk.

All Councillors are summoned to attend meetings under the Local Government Act 1972 and permitted to vote at Full Council meetings which are held once a month or via Zoom or in person with hybrid facilities.

7. Committee Meetings

The Council has a number of Standing Committees which deal with Council matters and they are:

1. Finance Committee
2. Personnel Committee
3. Crabtree Green Allotments Committee
4. Festive Lighting Committee
5. Princes Avenue Leisure Park Committee
6. Policies & Procedures Committee

The Council also has several Working Groups set up to research projects and report back to Full Council.

All Councillors (except the Chair & Vice Chair) will be elected to all standing committees at the Annual Meeting held in May of each year.

Each Councillor can be elected to any Committee.

The appointment to a Committee is for 12 months.

It is usually a good idea to let the Town Clerk know what you are going to raise so that the appropriate information can be made available to aid the debate.

8. Committee responsibilities and authority

The Town Council Standing Committees have remits as set out in the Committee Terms of Reference Procedure (which is available the Town Council website.)

9. How does a Councillor raise a topic?

To raise a topic a Councillor may either approach the Town Clerk or may raise the subject at a Committee meeting (relevant to the subject in question) by informing the Chair or Town Clerk before the meeting commences.

It is wise if any member is going to raise a matter at a committee meeting to let the Town Clerk know in advance so back up information can be provided. In both cases the Councillor will be heard and the topic at least taken forward for a Committee to consider.

The agenda for the Full Council meeting is set in advance by the Town Clerk in consultation with Chair and closes on the second Monday of each month.

No other items may be discussed at Full Council Meetings unless there are special circumstances.

10. Training for Councillors

There is training available for Councillors if they wish.

A substantial budget is set annually for members training, which is encouraged and supported. One Voice Wales provides a list of modules for members to access to enable members to carry out their roles fully.

11. Voting

To make it clear to all Councillors, only those present may cast a vote.

12. Policies in Place at time of Election

The Council does work to approved policies and procedures which have been adopted and are reviewed regularly. These are published on the Town Council website.

13. Meeting schedule

The general meeting schedule of the Council is as follows:

Full Council meetings are held on 3rd Tuesday of each month, except August (unless the level of business received dictates the requirement for a meeting.)

All meetings are held remotely or in person with hybrid access and commence at 6.30pm.

14. Outside bodies

The Town Council also appoints Councillors each year to serve on outside bodies such as school governors, trusts and charities, community groups.

The full list is available from the Town Clerk on request

15. Induction Meeting

The Town Clerk will hold an induction meeting following an election so that the Council can be up to date with how things work and how new members can raise their individual manifestos. It is at this time Councillors will sign the Acceptance of Office and Code of Conduct Declarations. These are legally binding documents.

The Town Clerk will arrange an induction meeting with any elected or co-opted member. It is at this time Councillors will sign the Acceptance of Office and Code of Conduct Declarations.

The first Full Council Meeting following the election will be the Annual Meeting to be held on the 3rd Tuesday of May.

16. Annual Council Meeting

The first Annual Meeting of the Council is held on the 3rd Tuesday of May each year at this meeting the new Chair (Mayor) and Vice Chair (Deputy Mayor) will be elected

17. Publicity

The general official voice of the Council to the media is the Chair of the Council or the Town Clerk.

They may only express views in the press which have been so expressed by the Council and are in line with Council approved policy.

Councillors may also talk to the press but may not speak on behalf of the whole council.

Members of the press attend most Council meetings and much of the press coverage comes from those meetings.

The Town Clerk issues any press releases relating to the council and updates the website with general news.

18. Website

The Town Council operates the town website - <https://www.landrindodwellstowncouncil.co.uk/> which is updated regularly.

19. Updates

The Councillors receive regular emails and updates from the Clerk which may require a response. If this is requested members are respectfully asked to respond to assist the running of the Town Council.

Councillors are also welcome to call and see the Town Clerk to gain updates or discuss any ideas members would like to take forward. It is advisable to contact the Town Clerk prior to visiting as Council business will often take the Town Clerk away from the office.

20. Information to the public

The Town Council passes information to the public as follows:

- Website at <https://landrindod.co.uk/>
- Facebook page at Llandrindod Wells Town Council
- Posters
- Local press including
- Town Clerk – direct public contact
- Councillors direct public contact

21. Town Clerk

You can make an appointment if you wish to meet with the Town Clerk prior to the elections or prior to applying. Jane Johnston PSLCC, CiLCA (Wales.) 01597 823116 – email: landrindodcouncil@btconnect.com

22. Summary

In recent years, the role of the Town Council has grown considerably, taking on additional devolved services from Powys County Council and new legislation such as GDPR has increased the workload significantly.

A review of the Town & Community Council sector is taking place which could result in additional responsibilities and legal requirements being placed on Town Councils.

Llandrindod Wells Town Council has positively taken over additional services over the last 10 years and will continue to do so. This will result in the role of the Councillor being developed considerably and the expectation for members to participate more fully in the work of the Town Council and within the Community.

There is an expected commitment from all members to attend regular meetings, participate fully and represent the Town Council at meetings and events. There is a growing need to also assist with the day to day running of the Town Council, its services and properties.

The Town Council has adopted the Civility & Respect Pledge and expects all staff and members to adhere to this pledge at all times.

Please take some time to read this document to understand the role of a Town Councillor and consider if you have the time to commit to this important role.