

Timetable to the Annual Council Meeting

2024

Ahead of the immediate run into the election it's important to be clear of what you need to do as a clerk and council to ensure all key tasks are identified and planned for. Don't forget to promote the elections to ensure a contested election takes place and that any new potential candidates know what happens and when.

2024	Activities & Key Processes
NOW	Nomination Packs for candidates available at the Electoral Commission
11 Mar	Publication of Notice of Election and pre-election period starts
12 Mar	Delivery of Nomination papers (by appointment—see appendix)
29 Mar	BANK HOLIDAY—Good Friday
1 Apr	BANK HOLIDAY—Easter Monday
5 Apr	Deadline for delivery of Nomination papers—4:00pm
5 Apr	Deadline for the withdrawal of nomination papers—4:00pm
8 Apr	Publication of Statement as to Persons Nominated—4:00pm
16 Apr	Deadline for receiving applications for voter registration.
17 Apr	Applications to vote by post close at 5:00pm
24 Apr	Applications to vote by proxy close at 5:00pm
2 May	ELECTION DAY 7:00am to 10:00pm
4 May	Parish and town councils—Vote Count from 9:30am
6 May	BANK HOLIDAY—Early May
7 May	Existing councillors retire from office. Newly elected councillors and those from uncontested elections take office. Start getting declarations of acceptance of office signed in presence of the Clerk.
10 May	Councillors to have signed their Declaration of Acceptance of Office in the presence of the Clerk ahead of the Annual Meeting of Council.
13 May	First date that the council can hold its Annual Council Meeting
23 May	Last date that the council can hold its Annual Council Meeting
30 May	Deadline for completion of councillor register of interests—your Clerk will issue a link for completion online
30 May	Last day for the receipt of Candidate Election Spending returns for parish elections—candidates will receive instructions of this process.

2. Timetable to the Annual Meeting of Council