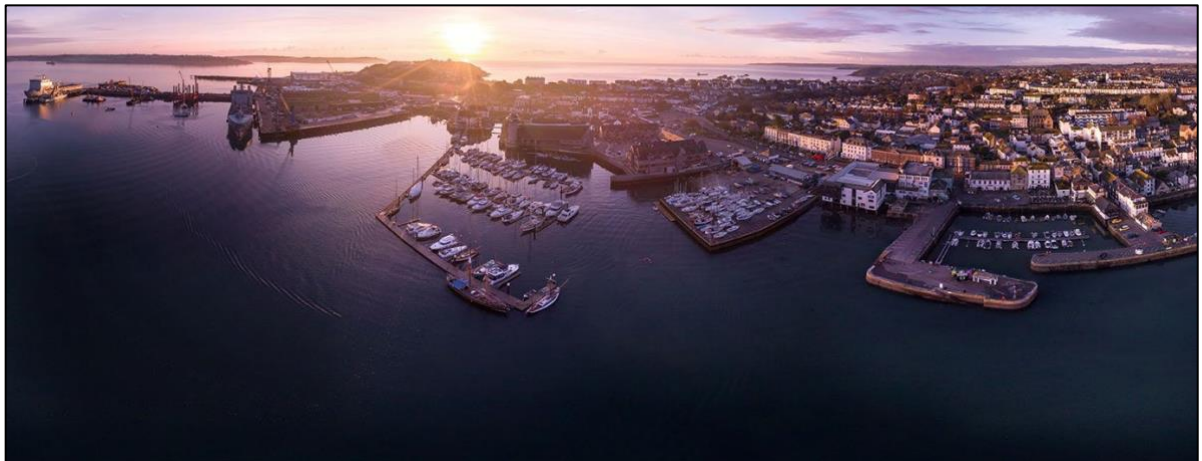




## 2025 FALMOUTH TOWN COUNCIL ELECTIONS PROSPECTIVE COUNCILLOR APPLICATION GUIDE



# THINKING OF BECOMING A FALMOUTH TOWN COUNCILLOR?

Here is all the information you will need to help you with your application.

*Being a part of the Council has given me a real opportunity to help to shape the place where I live and to allow me to help others within our Community. It has been hugely rewarding and very satisfying to be a small part of a Council that has delivered so much for the Town, and I feel that I am contributing to Falmouth's success.*

*Councillor Alan Rowe*

## **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 Falmouth or comes to visit or study here. Councillors also help people get access to the services they need when they experience difficulties. They also have a duty of care to those staff and volunteers that the Council employs.

## **What does the Council do?**

Falmouth Town Council forms the grass root tier of local government and delivers local services, along with [Cornwall Council](#) who are our Unitary Authority. Falmouth is one of the most populated towns in Cornwall and Falmouth Town Council is one of the largest Town Council's in the UK, recognised nationally for the collaborative way we work with our residents and partners to deliver services.

The Town Council is committed to providing excellence in the services and facilities which it delivers, underpinned by cultural services, we aim to be responsive, accessible, and transparent in our approach.

## **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 local level of tax.
- Help decide which services the Council will provide.
- Be honest, open and abide by accepted standards in public life.
- Undertake necessary training to better fulfil your role.
- Work with the Council Officers to help resolve issues in your Ward and receive their support to do your job.
- Explain and justify decisions and policies (even if you personally did not support them).
- 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 represent a cross section of all the walks of life of our community and that Councillors have different levels of education, knowledge, and experience. Councillors serve a four-year term.

You can stand for election as an independent councillor or as a representative of a political party, but to do that then you must be their duly authorised candidate.

## **Does this sound like you?**

- Involved in community life.
- Confident.
- Keen to help people.
- Determined and well organised.
- Flexible and practical.
- Prepared to listen.
- 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, eligible Commonwealth or EU citizen.
- Be on an electoral register, or have lived, worked, or owned property in Falmouth for at least twelve months before the date of election.
- You cannot be a member of staff of the Town Council.

## **How much time will it take?**

Every Councillor approaches their role differently, it does require a significant commitment. You will have agreed to attend every meeting to which you are nominated. On average the Council meets 4 to 6 times per annum and its various Committees meet on bi-monthly or three-weekly cycles. There will be other meetings and briefings in respect of community projects, initiatives, and you will be reporting to, and consulting with, residents.

## **Do I get paid?**

No. The Council has resolved that Councillors do not receive remuneration for their role. The Council will however meet the cost of your approved training and some conference and seminar expenses so that you are not out of pocket.

## **What training will I receive?**

There is some statutory training. There will be induction training and familiarisation sessions for all Councillors in May 2025. You must be available to attend those sessions which will be held in the two weeks after the election. In addition, the Council requires that Councillors undertake specific training for certain roles (e.g., to sit on the Planning & Licensing Committee or the Staffing Committee, or to chair a committee).

As a Councillor you will be supported by the Officer Team, in particular the Town Clerk, Town Manager, Responsible Financial Officer, and Administrative Officer, who will also support you in your work on local issues and within your Ward.

## **Standards in Public Life**

The Council has signed up to the national requirements to have a code of conduct which promotes standards in public life. You must commit to observe these standards.

- Honesty and integrity.
- Objectivity.
- Accountability.
- Openness.
- Personal judgment.
- Respect for others.
- Duty to uphold the law.
- Stewardship.
- Leadership.
- Selflessness.

You must abide by the code. Including how you use social media. As a Councillor you must declare your interests (e.g., business, landholdings, personal etc) that may influence the decisions of the Council.

The Council has also committed to the National Civility and Respect Pledge. Requiring you to treat all with civility and respect in their roles.

## **KEY REQUIREMENT: YOU MUST TREAT ALL PEOPLE FAIRLY**

### **Being a Councillor**

Depending upon your interest and experiences you could find yourself taking on responsibilities in your Council work. Whatever role you take on you will need to work closely with Cornwall Councillors and our partner organisations and agencies.

- Being a Ward residents' representative: for most this is the rewarding part of the job and is the role of all councillors.
- A trouble-shooter and advocate for your Ward: working with others to raise and sort out issues for your residents.
- Being a member of a Committee: e.g., Planning & Licensing Committee say, where sometimes matters can be very controversial.
- Being a Councillor Champion: The Council has a number of Champions (e.g., for Young People or Community Safety). To take a lead in furthering initiatives and being the link to the Council to those groups and projects.
- Being the Councils representative: On community groups and agencies.

### **Working Together**

Councillors decide upon the policies and strategies with advice from the Town Clerk and he directs the council's officers to put them into practice. Certain matters are delegated to the Town Clerk. This is a close working relationship and mutual respect is important. Officers are employed by the Council, not by the Councillors, and therefore can only be directed by the Council via the Town Clerk.

### **Structure of the Council**

#### **Senior Management Team**

Town Clerk; Responsible Financial Officer; Town Manager; Administrative Officer; Cultural Services Director; Facilities Manager, and Grounds Manager.

**Other Senior Officer roles include:** HR Manager, Communications Officer, General Manager (Princess Pavilion), and Strategic Environmental Projects Officer.

## **Committee Structure**

### **Full Council**

Finance & General Purposes Committee (8 seats); Cultural Services and Leisure Committee (8); Grounds, Facilities & Environmental Action Committee (8), Planning & Licensing Committee (8); Staffing Committee (6).

### **Others that we work closely with:**

- Falmouth Business Improvement District (BID)
- Pendennis Leisure CIO
- Dracaena Centre
- Cornwall Council and Councillors
- Safer Falmouth
- Source FM
- Falmouth Community Police Team
- Falmouth & Exeter Universities

### **Town Council Key Services:**

- Falmouth Cultural Services (Library, Art Gallery, Youth Services, Education Outreach).
- Parks, Gardens, Sports Pitches, Play Areas, Cemeteries, and Environmental sites.
- Custodian of community buildings and public open spaces.
- Princess Pavilion.
- Public Toilets.
- Community Safety and CCTV.
- Town Management (including events and festivals and destination management).
- Environmental Education and Enforcement.
- Community Grants.
- Planning and Licensing Consultee.

**KEY SERVICE: CRUCIALLY THE COUNCIL IS THE COLLECTIVE VOICE OF OUR COMMUNITY**

## **Some Facts:**

- 16 Councillors representing 4 Wards.
- 25,000 residents.
- £4.5million annual budget.
- 776 hectares.
- 84% of people are satisfied with their neighbourhood.
- Currently resources are required regarding crime and antisocial behaviour.
- Falmouth has been a town since 1613. Royal Charter in 1661.

Falmouth Town Council is a proactive and innovative Council nationally recognised as a beacon of excellence in representing and providing for its community. Recent accolades include national awards for its officers' work, its partnership working methods, and its events provision. Falmouth is regularly recognised as one of the best places to live in the UK.

## **Election Timetable**

Nomination Papers Available:	14 <sup>th</sup> March 2025
Close of Nominations:	4pm - 2 <sup>nd</sup> April 2025
Polling Day:	1 <sup>st</sup> May 2025
Induction Sessions:	6pm - 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> & 15 <sup>th</sup> May 2025
Informal Constitution Meeting:	6pm - 12 <sup>th</sup> May 2025
Inaugural Council Meeting:	7pm - 19 <sup>th</sup> May 2025

## **What do you Stand For?**

If all of this sounds like something that you can do for your community, and you want to stand, then you will need to tell your residents in your Ward in your election literature what you can bring to the Council. What it is that you stand for personally and what you want the Council to be doing to help the community in the next five years. Tell them relevant details about yourself and evidence how you have been involved in community activities and initiatives.

**The Falmouth Neighbourhood Development Plan** is the community led direction for our community, and you should familiarise yourself with that. The plan can be viewed here: [www.planforfalmouth.info](http://www.planforfalmouth.info)

**The Town Council's Strategic Plan** 2023-2027 also sets out the community aspiration in terms of the Council's decision making. A copy can be read on our website here: [www.falmouthtowncouncil.co.uk/your-council/strategic-plan](http://www.falmouthtowncouncil.co.uk/your-council/strategic-plan)

Do also look on the Council's website and social media to see what the current issues might be.

FALMOUTH TOWN COUNCIL

The Council Offices,

The Old Post Office,

The Moor,

Falmouth,

Cornwall TR11 3QA

Telephone: 01326 315559

[www.falmouthtowncouncil.co.uk](http://www.falmouthtowncouncil.co.uk)

**Instagram:** falmouthtowncouncil

**Facebook:** Falmouth Town Council, UK

**Town Clerk**

Mark Williams FGC FSLCC

[mark@falmouthtowncouncil.com](mailto:mark@falmouthtowncouncil.com)

