



The Association of Electoral Administrators

Community Matters 2010

A one-day training course

A practical guide to Community Matters in Wales

Llandrindod Wells

20th October 2010

AEA CPD = 5:00 hours

How much do you know about Community Matters?

Do you know how and when to conduct a Community review?

Should you organise a Community Poll on the EU Constitution if requested by a Community meeting?

Would you know how to organise a community poll?

Could you answer a question about co-option to a Community Council?

Do you know how to deal with a Community Council casual vacancy?

This is a specialised area

Electoral Administrators, and other local authority staff, are inevitably asked for advice or otherwise become involved in issues connected to Communities, including:

- Community Councillor qualifications
- Resignations, casual vacancies and co-option;
- Trouble shooting at the close of nominations;
- Community meetings and Community Polls

Dealing with these subjects requires knowledge and experience of various pieces of legislation that are generally not well-known. These areas are often seen as less important than some other electoral matters, but they do have an impact on all principal Councils with community areas.

Community Reviews

In addition to these standard topics the **Local Government Act 1972** places a duty on the Welsh County and County Borough Councils to keep their areas under review. This can also be challenging work for the electoral administrator and other staff involved in a review.

Overview of the Course

This one-day course, will be wide ranging, covering topics such as Community electoral arrangements, community reviews, councillors qualifications, the differences between community council and other elections, community council casual vacancies, community meetings and community polls. Although many aspects of community elections will be covered, this course is not intended to cover the delivery of elections in great detail, as this is covered on other AEA courses.

Course Programme

9.00am	Registration and Tea / Coffee	Method The Course will be delivered using presentational material, handouts and example documentation to provide delegates with legislative and practical advice and guidance. Delegates will be provided with a manual on arrival at the course, containing Course Notes, guidance documents and example materials. Group discussion will also take place during the day to enable the exchange of knowledge, experience and ideas. Who Should Attend The course is aimed at staff working within county and county borough councils whose duties include dealing with community matters. This will include those who deal with community council elections, vacancies, reviews, councillors' qualifications and the briefing or advising of community council clerks. Attendance at the course will therefore be appropriate for any officers who deal with or wish to gain knowledge of various aspects of community council matters.
9.30am	Introduction, Community / Town Councils – Overview	
10.00am	Reviews of Community areas and electoral arrangements (What, when and how)	
11.30am	Tea and Coffee	
11.45am	Community Councillors – Qualifications/Disqualifications – Term of Office – Retirement	
12.15pm	Lunch	
1.15pm	Ordinary Elections and Beyond – Returning Officer – Nominations – Counts – Declaration of Acceptance of Office/Registration of Interests – Annual Meetings	
2.15pm	Tea and Coffee	
2.30pm	Casual vacancies	
3.15pm	Community Meetings/Community Polls – Convening and Proceedings – Polls Rules – Differences from other Elections	
4.00pm	Review of day and close.	

Cost of Attendance

The delegate fees are **£195 (plus vat)** for the first delegate and **£95 (plus vat)** for the second and subsequent delegates from the same Authority.

If you cannot attend a substitute may attend in your place, otherwise the following charges apply:

- Less than two weeks before the event 100%
- Less than four weeks before the event 60%
- More than four weeks before the event £20

If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.

Course Title	CM1 Community Matters 2010
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Please select the venue and date the people detailed below wish to attend. If attending more than one venue, please complete another form.

Venue	Date	Attend?	Venue	Date	Attend?
Llandrindod Wells	20 th October 2010				

Which Local Authority / Organisation do the people detailed below work at?

Local Authority	
Address	

Please list the people who are to attend the course. We confirm all bookings via email, so make sure an email address is supplied for each person.

If you do not receive an email acknowledgement from us you have not been booked onto the course!

First Name	Surname	Email	Telephone
Please state special needs or dietary requirements.			

The table below lists the charges for attending the course. Please indicate how many there are of each type and calculate the total cost including the VAT.

	Number	Fee ex VAT	VAT	Fee (inc VAT)
First Delegate		£195.00	£34.13	£229.13
Subsequent Delegate(s)		£95.00	£16.63	£111.63
		Total		

Please tick to indicate your method of payment.

Cheque (Enclosed)		Cheques should be made payable to 'Association of Electoral Administrators' Payment by BACS: The Association of Electoral Administrators Bank Sort Code: 089001 Bank Account Number 70644001 Bank Name: The Cooperative Bank, 118-120 Colmore Row, BIRMINGHAM, B3 3BA	
Cheque (To Follow)			
BACS			
Order Number		Require Invoice?	
Invoices To			

Please send this form to: AEA Bookings, Sunderland City Council, Electoral Services, Civic Centre, Sunderland SR2 7DN
Fax 0191 553 1389. Telephone enquiries 0191 561 1144