



NEW COUNCILLOR ELECTION GUIDE

BRACKLEY TOWN COUNCIL

2025



A BEGINNER'S GUIDE TO BEING A COUNCILLOR

Becoming a councillor is a rewarding way to serve our community, influence local decisions, and help shape the future of Brackley. It is a Town Councillor's responsibility to represent the interests of the residents in their area, working alongside fellow councillors to improve the quality of life in Brackley.

No prior experience is required to become a councillor, just a passion for the local community and a willingness to engage with residents. Upon their election, meetings, training, and support are provided to help new councillors fully understand their role and responsibilities.

KEY RESPONSIBILITIES

- Attend Full Council Meetings
- Attend Committee Meetings
- Represent your ward
- Vote on local issues
- Engage with the community



SKILLS

There are no formal qualifications required to become a councillor, but having a strong understanding of, and passion for Brackley is invaluable. Given the responsibilities of Brackley Town Council and the nature of its meetings, the following skills and qualities would be beneficial for anyone considering the role:

ESSENTIAL QUALITIES

- Confident Public Speaker
- Basic Experience with Emails and IT
- Clear Communicator
- Adaptable & Willing to Learn
- Collaborative Team Player

DESIRABLE QUALITIES

- Financial and Budgeting Experience
- Planning and Development Knowledge
- Legal and Regulatory Awareness
- Cursory Understanding of Local Government
- Community-Focused and Approachable

TIME COMMITMENTS

Despite having a meaningful effect on the direction and future of Brackley Town, councillors are only expected to attend a modest **two meetings per month!** The meeting of the Full Council covers a broad range of local issues and takes place on the first Monday of the month. The Committee meetings are held on the third Monday of the month, which cover the following topics in finer detail:

- **Planning & General Works**
- **Direct Responsibilities & General Purposes**
- **Finance & Policy**

An ideal candidate will also have plenty of free time to participate in events, communicate with fellow councillors, engage with residents, and develop key skills to improve their effectiveness as a councillor.

FULL COUNCIL

First Monday
of the month

COMMITTEES

Third Monday
of the month

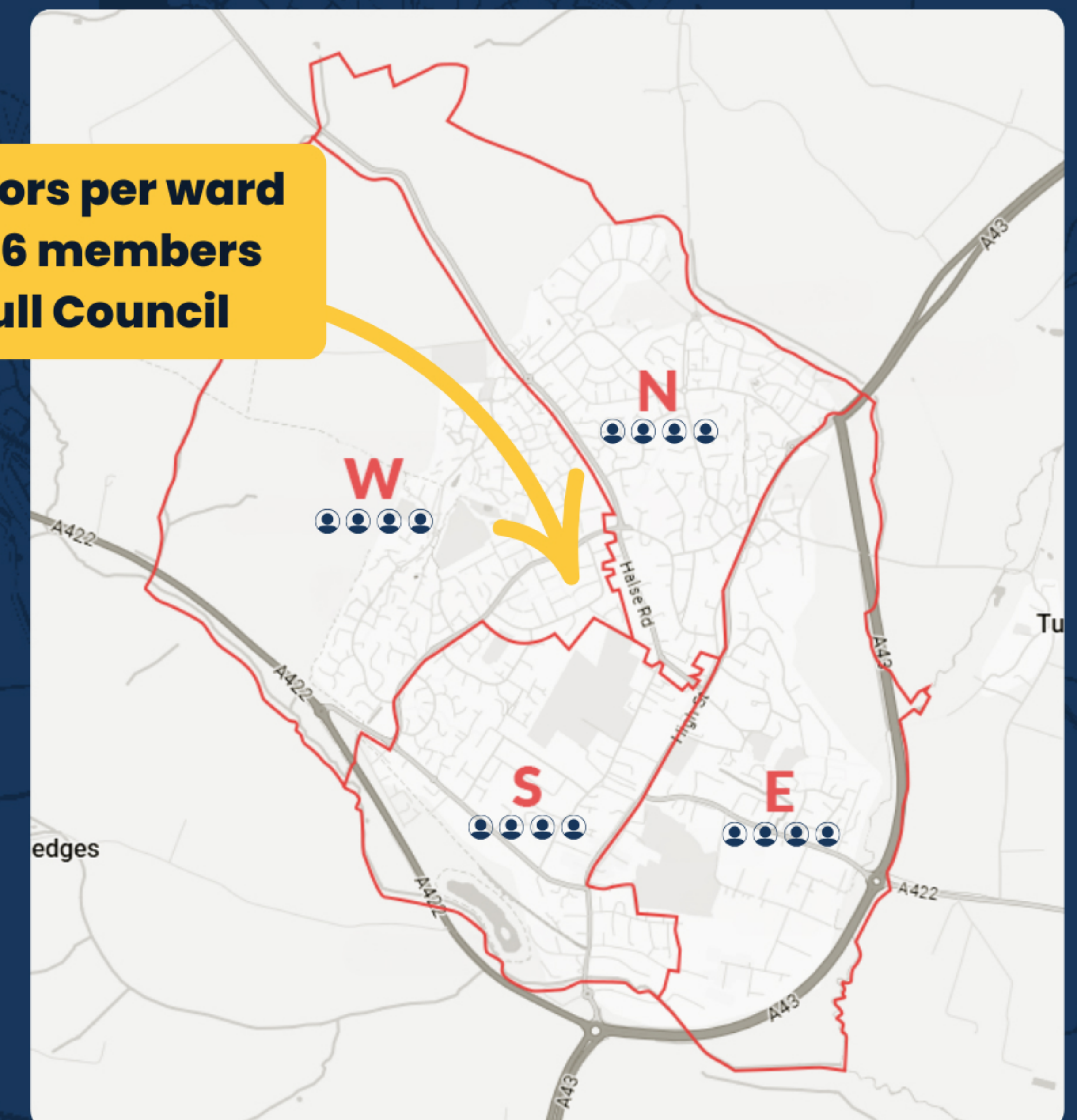
2025		MONTH					VEEMBER
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

WARDS

Brackley is divided into four wards: North, East, South, and West. Each ward is represented by four councillors, making up the 16 members of the Full Council. As a councillor, your role is to represent the views of the community within your ward at Full Council and Committee Meetings each month.

You do not need to live within the ward's boundaries to stand as a councillor and represent it. However, certain eligibility requirements apply, which can be found on the Qualifications and Disqualifications page overleaf.

**4 Councillors per ward
totaling 16 members
of the Full Council**



HOW TO STAND

To stand as a councillor you must complete a set of nomination papers, available from the Brackley Town Council office (20 High Street, NN13 7DS) or our website's elections page. The nomination papers require some basic personal details and must be supported by signatures from two Brackley residents.

Please note that the completed nomination papers must be physically signed in ink (wet signed). You must also declare which ward you will be standing for - usually where you reside.

Once complete your papers must be delivered in person to the West Northamptonshire Council office in Towcester (*The Forum, Moat Lane, Towcester, NN12 6AD*) by either yourself, or one of the individuals that signed your documents. The office is open Mon-Fri, 9am-5pm. No appointment needed.

Completed papers can be delivered from Monday 17 March at 10am. **The deadline for delivery is 4pm on Wednesday 2 April.** As this is a short window, we recommend completing and submitting your paperwork as soon as possible to ensure your candidacy for Brackley Town Council.

If you have any questions about the process, please contact Brackley Town Council on 01280 702 441 or email office@brackleynorthants-tc.gov.uk.

QUALIFICATIONS

To be able to stand as a candidate at a town council election you must:

- be at least 18 years old
- 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
- meet at least one of the following four qualifications:

1. *You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards.*
2. *You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.*
3. *Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.*
4. *You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.*

DISQUALIFICATIONS

Apart from meeting the qualifications for standing for election, you must also not be disqualified. It is a criminal offence to make a false statement on your nomination papers as to your qualification for being elected, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

You cannot be a candidate if at the time of your nomination and on polling day:

- *You are employed by the town council or hold a paid office under the town council (including joint boards or committees).*
- *You are the subject of a bankruptcy restrictions order or interim order.*
- *You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day.*
- *You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices).*
- *You are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003.*
- *You have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office.*

BE THE **CHANGE** YOU WANT TO SEE

BRACKLEY TOWN COUNCIL NEEDS YOU

Your completed Nomination papers must be delivered in person to the West Northamptonshire Council (WNC) office in Towcester by either yourself, or one of the individuals that signed your documents.

You can deliver your papers from 10am on Monday 17 March. Drop-in to the Brackley Town Council office to collect your nomination papers today.

The deadline for delivery is 4pm Wednesday 2 April.

TO DO LIST

- **Collect nomination papers**
- **Fill in the required information**
- **Obtain two signatures**
- **Sign the papers yourself**
- **Have a witness sign the papers**
- **Deliver to the WNC office**