

16 November 2018

Ms Heather Parks FSLCC  
Locum Clerk  
Melksham Town Council  
Town Hall  
Market Place  
Melksham  
Wiltshire  
SN12 6ES

Electoral Services  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Dear Ms Parks

**Casual Vacancy  
Melksham (Melksham North Ward)**

I refer to your notification of a vacancy and enclose a copy of the Notice of Vacancy.

The Notice may be copied as required but must be displayed in a prominent position ideally within the Melksham (Melksham North Ward) electoral area and/or the Town Council parish area.

An election to fill the vacancy will be held if TEN electors from the Melksham (Melksham North Ward) electoral area write to the Returning Officer by 6 December, 2018 asking for an election to be held.

If an election is not requested by that date, then the Town Council must fill the vacancy by co-option as soon as practicable,

I will write to you again after 6 December, 2018 to let you know whether there will be an election, or whether the Town Council may co-opt to fill the vacancy.

Lastly, as part of the 2015/16 budget-making process, the council has resolved to recharge the cost of parish council elections back to parish councils. The precise cost to each council is hard to estimate, as it depends on a number of variable factors such as electorate size, the number of postal voters and the number of polling stations.

An election in a large town ward, for example, could easily cost £5,000 upwards, but in a small rural parish it could be very much less. Election fees are limited by a scale of fees approved by the council, and this was last reviewed in 2013.


Town and Parish Councils must consider whether they wish to request poll cards for each by-election as costs are now recharged to town and parish councils. It has become common practice to send poll cards for all elections as this promotes more democratic engagement. However, this will be an area for your Town/Parish Council to consider when a vacancy occurs and more appropriately, if an election is triggered.

Poll cards need to be prepared about the same time the Notice of Election is published. This is so they can be printed and posted as soon as possible to enable electors to be notified of the statutory deadlines if they wish to change their voting methods.

If an election is requested Electoral Services will send parish councils a form to complete and return indicating their decision on poll cards. You may wish to have a council resolution in place delegating power to an individual to make that decision, or a blanket decision on whether or not poll cards are produced.

Thank you for your assistance in this matter.

Yours sincerely

A handwritten signature in blue ink that reads "T.A. Clements". The signature is written in a cursive style with a long vertical stroke at the end.

Tracey Clements

**Electoral Services Officer**

Telephone: 0300 456 0112

Email: [elections@wiltshire.gov.uk](mailto:elections@wiltshire.gov.uk)

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# **NOTICE OF VACANCY IN OFFICE OF COUNCILLOR**

**Melksham (Melksham North Ward)**

**PARISH OF MELKSHAM  
(MELKSHAM NORTH WARD)**

**NOTICE IS HEREBY GIVEN**

that due to the Resignation of Simon Hedley, a vacancy has arisen in the Office of Councillor for the Town Council.

If by 6 December, 2018 (14 days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors from the Melksham (Melksham North Ward) electoral area, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 14 February, 2019.

Dated 16 November, 2018

Dr Carlton Brand  
Returning Officer  
Electoral Services, Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Posted by:

Ms Heather Parks FSLCC  
Melksham Town Council  
Town Hall  
Market Place  
Melksham  
Wiltshire  
SN12 6ES

In computing any period of time for this purpose, a Saturday, Sunday, Christmas Day, Boxing Day, Good Friday, Easter Monday, bank or public holidays or any day appointed for public thanksgiving or mourning must be disregarded.