Cheshire West & Chester Council

Democratic Services
Cheshire West and Chester Council
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FAO: Tom Rawlinson, Election Programme Manager

Date: 9th November 2026

Dear Town & Parish Councils

**May 2027 Local Elections**

As you will all be aware we are now 6 months away from the Local Elections scheduled for Thursday 6 May 2027. All Town and Parish Council seats in Cheshire West and Chester will be up for election alongside all 70 Borough Council Ward seats. From tomorrow, Tuesday 10 November 2026, the six-month rule commences under Section 98(3) LGA 1972. This means for any vacancy that occurs in a Town or Parish Council, an election is not to be held. Where a casual vacancy occurs at a parish council in this six-month period, the parish council may still fill the vacancy by co-option for the remaining term of office. This co-option should take place as soon as is practicable.

**Election Recharge Fees**

In line with the recharge policy which came into effect in April 2014, I can confirm that your parish/town council will be recharged for some of the costs associated with holding combined elections scheduled to be held on 6 May 2027.

The amounts for May 2027 have been calculated using the same charging model as for the 2023 Local Elections and so the charging scheme should be familiar to the majority of Town and Parish Councils. The 2023 fees have been increased using the standard Bank of England rate of inflation to calculate the new amounts for 2027.

The amounts to be recharged will be as follows:

**Each Uncontested Election:** £178 (admin fee) plus Returning Officer fee based on the number of electors (£16 per 1000 electors or part) as per the Cheshire scale of fees and charges.

**Each Contested Election:** £0.92 per elector with a minimum charge of £547.50 (£500 admin fee plus the Returning Officer fee of £47.50 as per the Cheshire Scale of Fees and Charges.) There will be a cap on the maximum amount recharged to ensure that no local council pays more than the actual additional costs incurred by Cheshire West and Chester Council in carrying out the election. The maximum amount recharged per election/ward will be - **£2530**.

Attached is a table showing the actual cost for each parish/town council, please note that the costs have been calculated on the electorate at the start of the Annual Canvass period and that changes in the electorate may change the final recharge figure.

**Notice of Election**

The Notice of Election for Town and Parish Councils will be published on **Monday 15th March 2027.** A copy of this notice will be emailed to you on the same day to be posted on your notice boards and websites. From this date, restrictions on publicity will apply to each Town and Parish Council as per the requirements of any pre-election period.

Nominations for those who wish to stand as Town and Parish Councillors will be able to be returned by hand from Tuesday 16th March, an appointment system will be in place the details of which will be communicated in the New Year.

The Cheshire West and Chester Elections Team will also be hosting a virtual briefing session for Town and Parish Council Clerks in the New Year; this will be particularly useful to any clerks for whom this is the first scheduled election. Further details on when this session will be will follow in due course.

If you have any queries about the content of this letter or any other query regarding the forthcoming elections, please do not hesitate to contact the Democratic Services team using the contact details found at the top of this letter.



Delyth Curtis
Returning Officer