



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

6 June 2024

Karen Bradford, Chief Executive and
Acting Returning Officer



Temporary changes to polling stations for the Parliamentary General Election taking place on 4 July 2024

This decision details temporary changes to two polling stations for the Parliamentary General Election taking place on 4 July 2024

Contact

Julie Edwards, Electoral Services Manager

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Decision made by:	Karen Bradford
Decision:	To temporarily relocate the polling station for the Claypole parish to Claypole Church of England Primary School and change the site location in the school grounds of Belton Lane School to Belton Lane Children's & Community Centre for the Parliamentary General Election on 4 July 2024.
Public or Exempt:	Public
Reasons for exemption:	Not applicable
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	The Chief Executive as Returning Officer, Acting Returning Officer and Counting Officer has delegated authority to determine polling places in accordance with Section 16 of the Electoral Administration Act 2006.

Constitution, Part 3 Responsibility for Functions, 3(c)
Delegated Powers to Officers, Head of Paid Service 1
(p):

[Part 3 - Responsibility for Functions.pdf](https://www.southkesteven.gov.uk/Part%203%20-%20Responsibility%20for%20Functions.pdf)
([southkesteven.gov.uk](https://www.southkesteven.gov.uk))

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 There are no financial implications arising from the recommendations set out in this report which proposes to relocate polling places from one venue to another for the Parliamentary General election.

Completed by: Paul Sutton, Interim Head of Finance

Legal and Governance

- 1.1 The Electoral Registration and Administration Act 2013 requires the Council to keep polling districts and polling places under review and conduct a compulsory review every five years.
- 1.2 Outside of this compulsory review period it may be necessary to make changes to polling places if a polling station becomes unavailable before an election.
- 1.3 Council delegated authority to the Chief Executive as Returning Officer to make changes in the event that a polling place becomes unavailable during an election period.

Completed by: Graham Watts, Monitoring Officer

2. The Purpose of the Report

- 2.1 This report sets out temporary changes to polling stations for the Parliamentary General Election being held on 4 July 2024.
- 2.2 Electoral Registration and Administration Act 2013 requires the Council to carry out a review of the polling districts and polling places every five years. The last compulsory review was completed in November 2023.

- 2.3 Outside of this compulsory review period it may be necessary to make changes to polling places if a polling station becomes unavailable before an election.
- 2.4 The date of the Parliamentary General Election was announced at short notice and as a result the following polling place is required to be relocated:

Parish of Claypole – polling district VKA1 (Viking Ward) - Claypole Village Hall is the designated polling place for the Claypole Parish however the venue is not available on 4 July due to a prior booking. For the election on 4 July, the polling station will be temporarily relocated to the **Claypole Church of England Primary School, School Lane, Claypole, NG23 5BQ.**

- 2.5 Additionally, although not a change of polling place, it has been necessary to change the following location within a school site:

Parish of Loundthorpe and Harrowby Without – polling district BEC1 (Belmont Ward) and Parish of Grantham – polling district GHB1 (Grantham Harrowby Ward) – the designated polling place for polling districts BEC1 and GHB1 is the Belton Lane Community Primary School however due to the short notice and to minimise disruption to the school it is necessary for the polling station to be relocated within the school site to the **Belton Lane Children’s and Community Centre, Green Lane, Grantham, NG31 9PP.**

- 2.6 The changes will be detailed on the polling cards sent to voters and additional signage will be displayed at the previous locations on polling day to redirect voters.

3. Available Options Considered

- 3.1 No other options were considered.

4. Preferred Option

- 4.1 To agree the temporary changes to polling stations for the Parliamentary General Election taking place on 4 July 2024 as detailed in paragraphs 2.4 – 2.5.

5. Reasons for the Decision(s)

- 5.1 The changes to polling station locations identified are required to ensure voters can continue to cast their vote at a polling station within their local area.

Signed by: Karen Bradford

Dated: 6 June 2024