



*Parish/Town Council Elections*

# **A Guide to Election Procedures**

Updated March 2019



# PARISH/TOWN COUNCIL ELECTIONS

## A Guide to Election Procedures

### Introduction

These notes are to advise Parish and Town Councils of the practice relating to Parish/Town Council elections. They are for general guidance only and are not intended as a comprehensive statement of the law.

The 1983 and 1985 Representation of the People Acts, together with the Local Elections (Parishes and Communities) Rules 1986, and more recently, the Representation of the People Act 2000, the Representation of the People Regulations 2001 and the Electoral Administration Act 2006 made several changes to the way Parish/Town elections are conducted.

The Returning Officer appointed by the City Council is responsible for the conduct of and arrangements for Parish Council elections. However, the Parish Council and Parish Clerk have an important role to play, especially in giving advice to prospective candidates prior to the four-yearly ordinary elections and in the preliminary arrangements for the filling of casual vacancies.

I hope these notes will be a useful reference if you are involved with Parish/Town Council elections.

If you need any more information please contact the Elections Office at the Town Hall, Dalton Square, Lancaster LA1 1PJ, telephone 01524 582915 or email [elections@lancaster.gov.uk](mailto:elections@lancaster.gov.uk)

***DANIEL BATES***

Returning Officer

(Revised March 2019)

# List of Contents

## **A. Ordinary Parish Council Elections**

Para

1. Term of Office
2. Combination of Elections
3. The Election Timetable
4. Absent Voting Deadlines
5. Nomination
6. Statement of Persons Nominated
7. Withdrawal of Candidates
8. Appointment of Polling and Counting Agents
9. Uncontested Elections
10. Contested Elections – Declaration of Result
11. Declaration of Acceptance of Office
12. Register of Interests
13. Annual Meeting
14. Candidate expenses

## **B. Filling of Casual Vacancies**

1. The Vacancy
2. Filling the Vacancy by Election
3. Official Poll Cards
4. Filling the Vacancy by Co-option
5. Co-option, Best Practice
6. Insufficient Nominations
7. Term of Office
8. Notifying Lancaster City Council
9. Register of Interests

## **C. Parish Polls**

### **Appendices**

1. Sample Declaration of Acceptance of Office
2. Sample Notification of Disclosable Pecuniary Interests
3. Sample Notice of casual vacancy
4. Sample Request for Election

# A. ORDINARY PARISH COUNCIL ELECTIONS

## 1. Term of Office

Parish/Town Councillors hold office for a period of four years and retire on the fourth day after the ordinary day of election. The newly elected Councillors take office (provided they have made declarations of acceptance of office) on the day on which their predecessors retire (Local Government Act, 1972, Section 16(3)). The Chair of a Parish/Town Council continues in office until their successor becomes entitled to act as such.

## 2. Combination of Elections

The Representation of the People Act 1983, Section 36 allows for the ordinary elections of City Councillors to be combined with the ordinary elections of Parish/Town Councillors, if they are held on the same day.

At present, if a Parliamentary election is called for the same day as the scheduled ordinary elections of District and Parish/Town Councillors, the law provides for the Parliamentary and City polls to be combined and the Parish/Town polling day to be postponed for three weeks. However all three elections may be combined.

The City Council will charge Parish Councils for the cost of some elements of scheduled elections. A nominal charge of £120 will be made for an uncontested election. Should a election be contested, the actual cost of printing of ballot papers and postal voting packs will be charged. All other costs will be met by the City Council.

By-elections will be charged full, will all costs included in the final invoice.

## 3. The Election Timetable

The Notice of Election contains the main dates in the timetable, but it may be useful to know how it is calculated.

For the purpose of computing the election timetable, Saturdays, Sundays, Christmas Day, Christmas Day, Good Friday or a bank holiday, or days appointed for public thanksgiving or mourning (if so appointed before the election timetable starts), are disregarded. The only exception to this rule is made in respect of the last day for the delivery of candidates' return of election expenses, which is calculated as **28 calendar days** from the date on which the result of the election is declared.

## The timetable for election proceedings is as follows:

<b>Proceedings</b>	<b>Time</b>
* Publication of Notice of Election	Not later than the 25 <sup>th</sup> day before the day of election (DE)
Deliver of Nomination Papers to the Returning Officer (RO)	Not later than 4.00PM on the 19 <sup>th</sup> day before DE
Delivery of Notice of Withdrawal of Candidature to the RO	Not later than 4.00PM on the 19 <sup>th</sup> day before DE
Publication of the Statement of Persons Nominated	Not later than 4.00PM on the 18 <sup>th</sup> day before DE
* Notice of Poll (only if contested)	Not later than the 6 <sup>th</sup> day before DE
Notice of Appointment of Polling or Counting Agents	Not later than the 5 <sup>th</sup> day before DE
Polling	Between the hours of 7am and 10pm on DE

These dates are subject to change, but you would be notified well in advance.

**NOTE:** There are other statutory days and times which will be highlighted in the text in bold type.

\* *Unless other arrangements are made, the parish clerk will be responsible for publication of these notices (supplied by the Returning Officer).*

## 4. Absent Voting Deadlines

New postal and proxy postal applications and for changes to existing postal or proxy votes – 5.00pm 11 days before the day of the election

New proxy applications – 5.00pm 6 days before the day of the election

Emergency proxy applications for medical and employment reasons – available from 5.00pm 6 days before the day of the election to 5.00pm on the day of the election. The emergency MUST have occurred after 5.00pm 6 days before the day of the election.

## 5. Nomination

It is important that nomination papers are completed correctly. The following information can be used as a guide:-

### About the Candidate

Each candidate must be nominated on a separate ***nomination paper*** in the prescribed form, the notes to which should be read carefully.

The nomination paper must give:-

- the full names (surname first) and home address of the candidate.
- the commonly used name is a name which is in a different format to any other name. For example Andrew Smith can include a commonly used name of Andy.
- may if desired give his or her description, which must not exceed six words in length. This should not be a personal description, for example "male", as this will appear on the ballot paper should the election be contested.
- a candidate may not use a description which is likely to lead voters to associate him or her with a political party unless that description is authorized by a certificate signed by or on behalf of the party's registered nominating officer, which must also be received by the returning officer not later than the latest time for the delivery of nomination papers. If a candidate wishes to use a party's emblem to appear against his or her name on the ballot paper, this must also be requested before the closing time for delivery of nominations.

### Signing Nominations

The nomination paper must be subscribed by a:-

- (i) Proposer and
- (ii) Secunder

who must be local government electors of the parish, or if the parish is divided into wards, the parish ward, and their electoral numbers must be given on the nomination paper. They cannot sign more nomination papers than the number of vacancies to be filled. It is good practice for the Parish/Town Council Clerk not to sign nomination papers or advocate the election of any particular candidate. Strict impartiality will avoid any possible accusation of bias.

### Qualifications for Candidature

To be qualified to be elected a member of a Parish/Town Council a person must be 18 years of age or over at the date of his or her nomination, and a Commonwealth citizen, a citizen of the Republic of Ireland, or a citizen of another Member State of the European Community, and either:-

- (i) on that day he/she is and thereafter he/she continues to be a local government elector for the area of the parish; or
- (ii) he/she has during the whole of the twelve months preceding that day occupied as owner or tenant any land or other premises in the parish; or
- (iii) his/her principal or only place of work during that twelve months has been in that area; or

- (iv) he/she has during the whole of those twelve months resided either in the parish or within 4.8 kilometres (3 miles) of it.

There are certain disqualifications for election, of which the main (see S.80 of the Local Government Act 1972) are:-

- (a) holding a paid office under the authority;
- (b) bankruptcy;
- (c) having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- (d) being disqualified under any enactment relating to corrupt or illegal practices.

### **Consent to Nomination**

The nomination is **NOT** valid unless the candidate's **consent to nomination**, giving in writing on or within one month before the last day for delivery of nomination papers, is delivered at the place and within the time appointed for the delivery of nomination papers. The consent must contain a statement declaring that, with reference to the day of nomination the candidate is, and on the day of election will be, qualified to be elected (giving particulars of his or her qualification) and must be attested by a witness. Any person may act as a witness to the candidate's signature. It must also contain the date of birth of the candidate.

## **6. Statement of Persons Nominated**

Not later than 4.00pm on the eighteenth day before election day, the Returning Officer is required to publish a **statement of persons who stand nominated** and of the reasons why any other persons nominated no longer stand nominated. A copy of this statement is available at [www.lancaster.gov.uk](http://www.lancaster.gov.uk) and the Parish Clerk may print a copy for display in the Parish.

## **7. Withdrawal of Candidates**

A candidate may withdraw his or her candidature if, not later than 4.00pm on the nineteenth day before the Election Day, he or she delivers at the place fixed for the delivery of nomination papers a **notice of withdrawal** signed by him or her, and attested by one witness.

## **8. Appointment of Polling and Counting Agents**

A candidate may appoint polling agents to detect personation at a polling station and counting agents to observe at the count. A polling agent is not the same as a 'teller' (a candidate's helper who takes the numbers of electors leaving the polling station), who has no official standing and is not allowed to enter the polling station except to vote.

## **9. Uncontested Elections**

If the number of people remaining validly nominated after any withdrawals does not exceed the number of Councillors to be elected, such people will be declared to be elected as soon as possible after the latest time for the delivery of withdrawals. The Returning Officer will give notice of their names to the Parish Clerk or Chairman and to the public.

However, people elected in these circumstances do not take office until four days after the day of election (see A.1) except in the case of a by-election where an unopposed candidate will take office immediately after they have been declared to be elected (Local Government Act 1972, Section 16(3)).

If there are not enough candidates to fill all the vacancies the Representation of the People Act 1985, Section 21 allows the elected members, provided there is a quorum (i.e. – one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies.

If the Parish/Town Council fails to exercise the power to co-opt within seven weeks (35 days computed as under paragraph 3) or if there is no quorum, the City Council may order a fresh election to properly constitute the Parish/Town Council.

## 10. Contested Elections – Declaration of Result

When the result of the poll is known, the Returning Officer or the appointed Deputy will:-

- (a) declare to be elected the candidate(s) to whom more votes have been given than to the other candidates, up to the number of Councillors to be elected.
- (b) give notice of the name of each candidate elected to the Parish Clerk or Chairman
- (c) give public notice of the name of each candidate and of the total number of votes given for each (whether elected or not) together with the number of rejected ballot papers

## 11. Declaration of Acceptance of Office

A person elected to the office of chair of a Parish/Town Council or Parish Councillor shall:-

- (a) in the case of the Chair person, at the meeting at which they are elected; or
- (b) in the case of a Councillor, before or at the first meeting of the Parish Council after their election; or
- (c) in either case if the Council at that meeting allows, before or at a later meeting fixed by the Council.

make in the presence of a member of the Council or of the proper officer of the Council a **declaration of acceptance of office** (see form of words at Appendix 1).

Failure to do so will mean their office will become vacant (Local Government Act 1972, Section 83). The person making the declaration is now required to observe the Code of Conduct adopted by the Parish/Town Council.

These forms should be retained by the Parish Clerk. An example is shown at Appendix 1.

## 12. Register of Interests

Each person elected to the office of Councillor must complete a Disclosure of Pecuniary Interests. Forms are obtainable from and should be returned to The Monitoring Officer, Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ. An example is shown at Appendix 2.

It is a criminal offence not to return the form within 28 days of the date of their election. They must also comply with any other register of interests requirements that may be applicable to their individual Parish or Town Council's Code of Conduct.

### **13. Annual Meeting**

1. A Parish/Town Council must hold an annual meeting each year on any day in May they choose.
2. **Except** in the year when ordinary elections are held for all Councillors, when the annual meeting must be held on, or within fourteen days after, the day the new Councillors take office (i.e. the fourth day after the day of the election (usually a Monday).

### **14. Return of election expenses forms**

The Representation of the People Act 1983 requires that all candidates must submit a completed spending return, even if that return is nil. Without it, under the provisions of that Act, they are barred from sitting or voting, and can be fined if they do so.

## **B. FILLING OF CASUAL VACANCIES**

Casual vacancies will be filled either by election or co-option. **Please note that if a by-election is called, the cost of the election will fall to the Parish Council.** Below is a step-by-step guide to help Parish Clerks.

### **1. The Vacancy**

Firstly, the Parish/Town Council must inform the Returning Officer of the vacancy, giving the name of the Councillor, the reason for the vacancy (eg resignation, death, failure to attend meetings for a period of six months without prior consent of the Parish Council). There is no need to report the vacancy to the Parish Council before advertising the vacancy. Written resignation must be submitted to the Chairman of the Parish Council; once has been received it has immediate effect and cannot be withdrawn.

The Parish Council must advertise the vacancy. This should be done by displaying a notice, similar to that in Appendix 3. The City Council will supply the notices free of charge; alternatively you may produce your own, but in this case a copy must be sent to the Returning Officer, Lancaster City Council, Town Hall, Dalton Square, Lancaster LA1 1PJ.

The notices should be displayed in places that are as conspicuous as possible within the parish. The Parish/Town Council may also advertise the vacancy in any other manner they wish.

It is important to complete the notice correctly (paying particular attention to the dates on the notice). It must be displayed for 14 days from the date of the notice. The 14 days must not include weekends, bank holidays and so on.

### **2. Filling the Vacancy by Election**

During the 14 days of the notice being displayed, ten electors from within the Parish or Ward of the Parish can call for an election to be held. To do this they will need to make their request in writing to the Proper Officer, Lancaster City Council, Town Hall, Dalton Square, Lancaster LA1 1PJ. A sample election request form is in Appendix 4. The Proper Officer is also the Returning Officer.

In the event of this happening, the Parish Clerk will be notified immediately. The Returning Officer will decide on the date of the election, which must fall within 60 working days from the date of the notice.

In the case of a casual vacancy occurring within six months before the day on which that councillor would regularly have retired, an election is not held. The Parish/Town Council may co-opt a person to fill the vacancy and any vacancy not so filled (or filled by co-option) shall be filled at the next ordinary election.

### **3. Official Poll Cards**

Where the poll at a Parish election is not combined with another type of election, the Parish Council may, not later than noon on the nineteenth day before election day, request the Returning Officer to issue poll cards for that election.

An estimate of the cost of production and postage of poll cards will be supplied on request.

Where a Parish election is combined with a City Council election, the poll cards will be issued for the City Council election but refer to the Parish election taking place on the same day.

### **4. Filling the Vacancy by Co-option**

If an election is not requested, the Parish Clerk will be notified that the Parish Council must co-opt a member to fill the vacancy as soon as practicable. The same requirements apply regarding Declaration of Acceptance of Office and Register of Interests. The name and address of the person co-opted should be sent to the Returning Officer.

If the number of casual vacancies leaves the Parish Council without a quorum, the City Council will order an election to be held and in the meantime may by order appoint people to fill all or any of the vacancies until other Councillors are elected and take up office.

### **5. Co-option, Best Practice**

- (i) Advertise the casual vacancies within the parish and local press.
- (ii) Set a date by which prospective candidates must write into the Chairman or Clerk to the Parish/Town Council expressing their interests in these casual vacancies.
- (iii) Candidates can be either interviewed or their letter of interest read out to a Parish/Town Council meeting.
- (iv) The prospective candidates must fulfill the same criteria requirements as those for qualifications for candidature for an election.
- (v) Voting in council on casual vacancies is recommended.
- (vi) A successful candidate should have received an absolute majority vote of those present and voting.
- (vii) It follows that if there are more than two candidates for one vacancy and none of them at the first count receives a majority over the aggregate votes given to the rest, steps should be taken to strike off the candidate with the least number of votes and the remainder should then be put to the vote again; this process should, if necessary, be repeated until an absolute majority is obtained.
- (viii) if there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite

resolution, but if the number of candidates exceeds the number of vacancies, each vacancy should be filled by a separate vote or series of votes.

## **6. Insufficient Nominations**

Where an election has been requested to fill a casual vacancy and there are insufficient nominations, a further election will have to be arranged and held within 35 computed days (Representation of the People Act 1983, Section 39(1)) of the date of the original election. There may be charges associated with running an unsuccessful election.

## **7. Term of Office**

A person elected or co-opted to fill a casual vacancy holds office until the person in whose place they are elected or co-opted would regularly have retired.

## **8. Notifying Lancaster City Council**

Once the co-option has been carried out, Lancaster City Council must be notified of the name and address. Please write to Democratic Support, Lancaster City Council, Town Hall, Dalton Square, Lancaster LA1 1PJ or email [democraticsupport@lancaster.gov.uk](mailto:democraticsupport@lancaster.gov.uk).

## **9. Register of Interests**

Each person elected to the office of Councillor must complete a Disclosure of Pecuniary Interests. Forms are obtainable from and should be returned to The Monitoring Officer, Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ. An example is shown at Appendix 2.

It is a criminal offence not to return the form within 28 days of the date of their election. They must also comply with any other register of interests requirements that may be applicable to their individual Parish or Town Council's Code of Conduct.

## **10. Return of election expenses forms**

The Representation of the People Act 1983 requires that all candidates must submit a completed spending return, even if that return is nil. Without it, under the provisions of that Act, they are barred from sitting or voting, and can be fined if they do so.

## **C. PARISH POLLS**

The Parish and Community Meetings (Polls) Rules 1987 apply where a poll consequent on a parish meeting is required to be taken.

The chairperson of the meeting must notify the district council and give the returning officer such particulars as will enable him to give notice of the poll.

The proceedings at the poll are conducted in accordance with the following timetable (computed as in A.3).

<b>Proceedings</b>	<b>Time</b>
Delivery of notices of withdrawals of candidature (in the case of an election to any office)	Not later than noon on the fourth day after the day on which the poll was demanded.
Notice of Poll	Not later than the fifth day before the day of the poll.
Appointment of Polling and Counting Agents	Not later than the third day before the day of the poll
Polling	Between the hours of 4 in the afternoon and 9 at night, on the day fixed by the Returning Officer which shall not be earlier than the fourteenth day, nor later than the twenty-fifth day after the day on which the poll was demanded.

There is no provision for absent voting or poll cards for parish polls, or for a parish poll to be combined with any other types of election.

## DECLARATION OF ACCEPTANCE OF OFFICE

I (name) \_\_\_\_\_

having been elected to the office of Parish/Town Councillor for

(the \_\_\_\_\_ Ward of)

\_\_\_\_\_ Parish/Town Council

declare that I take that office upon myself, and will duly and faithfully fulfill the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to conduct, which is expected of members of

\_\_\_\_\_ Parish Council.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This declaration was made and signed before me,

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Parish Clerk/Member of the Parish/Town Council)

**NOTIFICATION BY MEMBER OF  
DISCLOSABLE PECUNIARY INTERESTS**

**COUNCIL OF**

*(Before completing this form please read the notes on the reverse)*

**NAME OF MEMBER:**

(please print) .....

**I GIVE NOTICE** that I have the following disclosable pecuniary interests as defined in the relevant Regulations

*(Please state **NONE** where appropriate) -*

**DISCLOSABLE PECUNIARY INTERESTS**

**NOTE** *These are interests of a description specified in Regulations made by the Secretary of State. You must declare such an interest if it is either your interest or it is the interest of your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) and you are aware of that interest:*

1. Details of any employment, office, trade, profession or vocation carried on for profit or gain.

2. Details of any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3. **Details of any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority –**
- (a) under which goods or services are to be provided or works are to be executed; and
  - (b) which has not been fully discharged.

4. **Details of any beneficial interest in land which is within the area of the relevant authority.**

5. **Details of any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.**

6. **Details of any tenancy where (to your knowledge) –**
- (a) The landlord is the relevant authority; and
  - (b) The tenant is a body in which the relevant person has a beneficial interest.

**7. Details of any beneficial interest in securities of a body where**

**(a) That body (to your knowledge) has a place of business or land in the area of the relevant authority; and**

**(b) Either –**

- (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or**
- (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.**

**Signed:** .....

**Dated:** .....

**NOTIFICATION OF DISCLOSABLE PECUNIARY INTERESTS – NOTES ACCOMPANYING NOTIFICATION FORM**

*Localism Act 2011, Sections 29*

**The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

*In order to comply with the statutory requirements, a Member must register disclosable pecuniary interests with the Monitoring Officer of the Lancaster City Council within 28 days of the date of election, and, in respect of an interest that is not already registered, within 28 days of disclosing that interest at a meeting of the council. It is a criminal offence knowingly or recklessly to provide information that is false or misleading.*

**Important Notes –**

*You may complete this form electronically but you must personally sign the completed form.*

*If in doubt about whether or not something should be declared, you are urged to err on the side of openness and avoid the risk of not registering something in error.*

*If you have any difficulty completing any part of this form please contact the Clerk to your Council for advice. The Clerk may then contact the Monitoring Officer for further advice.*

*In this form, the following definitions apply:*

*“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;*

*“director” includes a member of the committee of management of an industrial and provident society;*

*“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;*

*“relevant authority” means the council of which you are a member;*

*“relevant period” means the period of 12 months ending with the day on which you notify a disclosable pecuniary interest;*

*“relevant person” means you or your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you are civil partners;*

*“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

# PARISH/TOWN COUNCIL OF

.....

..... WARD

## NOTICE OF CASUAL VACANCY

LOCAL GOVERNMENT ACT, 1972 (AS AMENDED)  
SECTION 87 (2)

**NOTICE IS HEREBY GIVEN** that because of the (resignation/death/failure to attend meetings for a period of six months) of (name), a casual vacancy exists for (name of Parish Council)(name of Ward)

On receipt of notice signed by ten electors of the Parish (or Ward of Parish if warded), requesting that the vacancy be filled by an election, the Proper Officer will fix a date on which an election will be held.

Any such notice(s) shall be served on the Proper Officer, Town Hall, Lancaster, on any day following the publication of this Notice, during normal office hours, but not later than 5.00 p.m. on (date)\*.

If an Election is not requested, the Parish Council shall fill the vacancy by co-option.

Date: ..... Signed: .....  
Clerk

Address:.....  
.....

NB this paragraph does not form part of the official notice but is for information only:  
\* the date for a request for an election is 14 days from the date of this notice, but not counting Saturday or Sunday, Christmas Eve, Christmas Day, Good Friday, or a bank holiday.

**Request for Election**

To: The Proper Officer, Lancaster City Council, Town Hall, Dalton Square, Lancaster  
LA1 1PJ

We are ten Local Government electors for the

Parish/Town Council of .....

( ..... Ward).

We request that an election be held to fill the casual vacancy in the office of Parish/Town  
Councillor caused by

.....

as published in the notice dated .....

	<b>Print Name</b>	<b>Signature</b>	<b>Address</b>	<b>Office Use</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				

Dated .....