Appendix 2

Scale of fees and expenses at Elections of Borough and Town/Parish Councillors from 1 January 2017-

PART 1 - EXPENDITURE

1   The costs actually and necessarily incurred in respect of the following,

   (a)   For the provision of any accommodation for the purpose of the election, including heating, lighting and cleaning and compensation for damage to any such accommodation.

   (b)   For adapting and fitting up any accommodation for the purpose of the election and restoring to for its normal use, including the provision of voting compartments and any necessary furniture.

   (c)   For providing ballot boxes, including repairs.

   (d)   For the conveyance of ballot boxes and ballot papers

   (f)   For copies of the Register of Electors.

   (g)   For printing and providing ballot papers.

   (h)   For printing and providing postal vote packs

   (i)   For printing and providing official poll cards.

   (j)   For printing and providing notices, training materials and other documents required in or about the election or poll and for publishing the same.

   (k)   For general stationery, postage, telephone calls and miscellaneous matters.

   (l)   For promoting election, delivering communication strategy and encouraging voter registration

2	For each Presiding Officer at a polling station, to include all expenses, authorised by this scale.		£220.00
	Additional sum to be paid to the Presiding Officer at each polling station where the elections are for a combined election.		25.00
3	For one Poll Clerk (or additional one where the number of electors exceeds 1,000) at a polling station,		£135.00
4	For the delivery of every 100 poll cards (Where Royal Mail or another carrier is not used)		£22.00
5	For persons employed in connection with the receipt and counting of postal ballot papers, at each election)		£15.00 per half-day session
6	For the remuneration of persons employed in connection with the verification/counting of votes (including any recounts) at Borough and Town/Parish elections:		

		Verification /Counting Assistant	**Supervisor**
(1)	Up to 4 hours	£60.00	£80.00
(2)	Additional fee if anticipated hours exceeded	TBA	TBA

Senior Verification/Count Supervisor
£140.00

Verification/Count Supervisor

£115.00

Polling Station Inspector

£100.00

Porter / Security

£90.00

Training Facilitator

£25 per session

Press Officer

£40.00

PART 2 - RETURNING OFFICERS FEES

for services and other expenses

Fee for the duly appointed Returning Officer in performing their duties under any enactment's relating to local government elections including all expenses other than those for which specific provision is made elsewhere in this scale:

		Borough Election	**Town/Parish Election**
7	For every 1,000 electors in the electoral area/ward in which contested election is held.	£47.50	£35.00
	For every 1,000 electors in each uncontested election	£20.00	£14.00

PART 3 DEPUTY RETURNING OFFICERS FEES

for services and other expenses

Fee for duly appointed Deputy Returning Officer in performing such duties as may be required by the Returning Officer under any enactment's relating to local government elections including all expenses other than those for which specific provision is made elsewhere in this scale:

		Borough Election	**Town/Parish Election**
8.	For each electoral area/ward in which contested election is held.	£100.00	£70.00
	For each uncontested election	£40.00	£30.00

NOTES

1. The fees and expenses set out in the Schedule come into effect on 1 January 2017.

2. The fees shown are the gross amounts and are with certain exceptions subject to the standard rate of tax.

3. These fees are for the 'local' element of any election and will be adjusted in the case of National or Regional (or combined) Polls in line with the guidance issued by the organising body.

4. There has been no amendment to these fees since last year.

March 2018