

**RETURNING OFFICER'S SCALE OF FEES AND EXPENSES PAYABLE AT ELECTIONS OF DISTRICT AND PARISH COUNCILLORS IN THE DISTRICT OF UTTLESFORD EFFECTIVE FROM 1 DECEMBER 2010**

	EXISTING SCALE FEE
<p><b>1 Returning Officer's Fees</b></p> <p>Fee for conducting the election and generally performing duties which a Returning Officer is required to perform under any enactments relating to Local Government elections, other than any duties for which separate allowances are prescribed herein:-</p> <p>(a) for each electoral area for which a contest takes place</p> <p>(b) at a contested election, for every 1,000 electors or part thereof within each electoral area</p> <p>(c) for each uncontested electoral area, countermanded election and elections at which there are insufficient valid nominations</p>	<p>£68.10</p> <p>£23.90</p> <p>£32.15</p>
<p><b>2 Clerical Fees and Allowances</b></p> <p>For all supervisory and clerical assistance, including the services of one or more deputy returning officers (other than at the counting of votes – see separate payment), the following fees and allowances are payable:-</p> <p>(a) for each contested electoral area</p> <p>(b) for each uncontested electoral area, or countermanded election</p>	<p>£89.60</p> <p>£41.85</p>
<p><b>3 Poll Cards</b></p> <p>For services in connection with the preparation, issue and delivery of official poll cards, the following allowances are payable:-</p> <p>(a) allowance for every 100 electors or part thereof in the electoral area for the employment of persons in connection with the preparation and issue of poll cards</p> <p>(b) allowance for the delivery of poll cards, other than by post, the lower of the following:-</p> <p>(i) 64% of second class postage rate; or</p> <p>(ii) the net rate at which the Royal Mail or other provider would deliver the cards</p>	<p>£1.90</p>
<p><b>4 Postal Voting</b></p> <p>An allowance for the employment of persons in connection with the dispatch and receipt of the ballot papers of electors entitled to vote by post:-</p> <p>(a) for every 50 postal voters in the electoral area, or part thereof</p>	<p>£40.65</p>
<p><b>5 Polling Staff</b></p> <p>(a) for the Presiding Officer at each polling station (to include all expenses, other than any travelling expenses recoverable under part 7 of this scale)</p> <p>(b) for the Poll Clerk at each polling station (to include all expenses, other than any travelling expenses recoverable under part 7 of this scale)</p> <p>(c) for all duly appointed polling staff, for attending an appropriate training session, to include all travelling expenses associated with that attendance, on the basis that the appointment will be cancelled in the event of a refusal to attend.</p> <p>(d) for each person authorised to provide training for all polling staff on the basis set out in paragraph (c) above for each such session provided.</p>	<p>£185.60</p> <p>£116.60</p> <p>£42.40</p> <p>£79.55</p>

<p><b>6 The Count</b></p> <p>(a) (i) for performing the duties of a Deputy Returning Officer, a fee for each contested district or parish election, or combination thereof, for which the counting of votes takes place</p> <p>(ii) fee for each recount for any electoral area for which a Deputy Returning Officer is responsible</p> <p>(b) a fixed sum is payable, for each contested ward or parish, for the remuneration of all staff engaged in the counting of votes, except for any deputy returning officer(s) so appointed; and</p> <p>(c) a fixed sum is payable, in respect of each separate recount of votes that is required to be held, for the remuneration of all staff engaged in that count or those counts, except for any deputy returning officer(s) so appointed</p>	<p>£47.80</p> <p>£23.90</p> <p>£201.45</p> <p>£100.75</p>
<p><b>7 Travelling Expenses</b></p> <p>The travelling expenses of the Returning Officer and clerical or other assistants employed by him where necessary to make arrangements for the poll or otherwise in connection with the conduct of the election; and of each Presiding Officer, Poll Clerk, or count assistant, reasonably and properly incurred, shall be reimbursed at the rate of 40 pence per mile, or, in the case of a lease car user, the lease car rate applicable at the time the duties are carried out.</p>	
<p><b>8 Miscellaneous Disbursements</b></p> <p>The actual and necessary costs shall be payable in respect of each of the following items:-</p> <p>(a) printing and providing ballot papers and official poll cards;</p> <p>(b) printing and providing notices and other documents required in and about the election or poll and costs of publishing the same;</p> <p>(c) the renting of any building or room for the purpose of the election and for expenses of heating, lighting and cleaning any building or room for such purpose;</p> <p>(d) adapting and fitting-up any building or room for the purpose of the election (including the provision of voting compartments and any necessary furniture) and restoring it to fit condition for its normal use;</p> <p>(e) providing ballot boxes, including any repairs, taping, labelling and testing;</p> <p>(f) conveyance of ballot boxes in those cases where the cost of transport is not included in the travelling expenses of Presiding Officers and Poll Clerks under paragraph 7 of this Schedule;</p> <p>(g) for every stamping instrument required to be purchased, hired, altered or repaired;</p> <p>(h) general stationery, postage, telephone calls, bank charges, insurance premiums and all miscellaneous expenses.</p>	
<p><b>9 Marked Registers – <i>delete – now prescribed by legislation</i></b></p> <p>Copies or extracts of marked registers open to public inspection will be supplied at a rate of £10 administration fee plus £5 for every 1000 entries, or part, (paper copies) and £20 administration fee plus £1.50 for every 1000 entries or part (data copies).</p>	

**9 Local Referendums – add to replace previous section above**

For every poll held under The Local Authorities (Conduct of Referendums) (England) Regulations 2007, or equivalent regulations, this scale of fees shall be applied to the expenses thereof, in so far as practicable. The fees listed above shall be applicable, except as follows:

- Returning Officer's Fees: The sum of £2,300
- Clerical Fees and Allowances: The sum of £2,500
- The Count:
  - a) For the payment of all deputy returning officers and supervisory officers appointed to that role for the counting of votes at the referendum, the sum of £900
  - b) For the payment of all staff engaged in the counting of votes, other than those listed in a) above, the sum of £3,800
  - c) For the payment of deputy returning officers and all other staff engaged in any recounting of votes required to be undertaken, the sum of £1,850

**10 Parish Polls**

For every poll consequent on a parish meeting, this scale of fees shall be applied to the expenses thereof, in so far as it may be applicable. Fees and allowances are payable not exceeding those set out in paragraphs 1, 2 and 6 and costs and expenses as set out in paragraphs 7 and 8 of this scale. In relation to polling staff fees the amounts payable shall not exceed 60% of the fees set out in paragraph 5 of this scale.

**11 Parish Election Costs**

All costs associated with parish elections will be reclaimed from the parish concerned.

**FEE REVIEW ARRANGEMENTS (to be reviewed after May 2011)**

*The fees will be reviewed every four years in relation to the date of 1 December in the year immediately preceding the ordinary election of district and parish councillors.*

*In all other years, authority is given to the Director of Corporate Services is authorised to increase the scales annually in line with the salaries award, with an annual commencement date of 1 December.*

*The current scale was authorised by the Director of Corporate Services to take effect from 1 December 2009 in accordance with the delegation scheme.*