

## APPENDIX 4

### SCALES OF FEES AND CHARGES FOR ELECTIONS FOR 2009/10 REPRESENTATION OF THE PEOPLE ACT 1983 (SECTION 36(4))

#### SCALE 1 – SCALE OF EXPENDITURE FOR ELECTIONS OF DISTRICT COUNCILLORS

Only the fees and disbursements specified below shall be chargeable, and in particular, the fees payable to the Returning Officer or his duly appointed Deputy Returning Officer shall include all payments which he makes from his fees to other persons by way of remuneration for services undertaken on his behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Returning Officer. Subject to this, the maximum charges are set out in the scale.

#### PART 1 – UNCONTESTED ELECTIONS

##### A - FEES

|  | Current<br>£ | Recommended<br>£                                    |
|--|--------------|---|
| 1. To a Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him by the Returning Officer, for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided.<br>For each Ward ..... | 39.75        | 1 member 43.75<br>2 member 87.50<br>3 member 131.25 |
| 2. To a Returning Officer for services in connection with the preparation of the official poll cards.<br>For each Ward .....   | 16.80        | 1 member 29.00<br>2 member 58.00<br>3 member 87.00  |

##### B – DISBURSEMENTS

|  |       |  |
|--|-------|--|
| 3. For services in connection with official poll cards:  | 16.80 |  |
| (a) For supervising the preparation and issue of official poll cards<br>For each Ward, a fee of..... |       | 1 member 18.30<br>2 member 36.60<br>3 member 54.90 |
| (b) For the employment of persons in connection with the preparation of official poll cards          |       |  |
| (i) For every 100 cards or fraction thereof for each ward  | 2.05  | 2.30   |
| 4. For the employment of persons for clerical and other assistance<br>For each Ward .....            | 19.40 | 1 member 21.40<br>2 member 42.80<br>3 member 64.20 |

|  | <b>Current<br/>£</b>   | <b>Recommended<br/>£</b>  |
|--|--|---------------------------|
| 5. Travelling expenses of the Returning Officer, or where appropriate a Deputy Returning Officer, and Assistants.  | A sum in accordance with the Council's scheme for the Officer subject to a maximum of 42p per mile | 40p per mile              |
| 6. For printing and providing forms, notices and other documents required for the election, including the printing costs, computer charges and all associated costs of producing official poll cards, together with advertising expenses, postages, telephone calls and miscellaneous expenses ..... | Actual and necessary cost  | Actual and necessary cost |

## **PART 2 – CONTESTED ELECTIONS**

### **A – FEES**

|  | <b>Current<br/>£</b> | <b>Recommended<br/>£</b>                             |
|--|----------------------|--|
| 7. To a Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him by the Returning Officer, for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided.<br>For each Ward .....   | 82.60                | 1 Member 90.90<br>2 Member 181.80<br>3 member 272.70 |
| 8. To a Deputy Returning Officer appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, other than duties for which separate fees are provided. (If a duly appointed Deputy Returning Officer also carries out the functions specified under item 9 of this scale, they will be entitled to claim the fees payable under both item 8 and item 9 of the scale).<br>For each Ward |                      | 1 Member 86.50<br>2 Member 173.00<br>3 Member 259.50 |

|     |  | <b>Current<br/>£</b>  | <b>Recommended<br/>£</b>   |
|-----|--|---|--|
| 9.  | To a Returning Officer, or a Deputy Returning Officer appointed for the purposes of rules 25(b), and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for the purposes of notification or requirement of secrecy, making arrangements for counting the votes and declaring the result of the Poll.<br><br>For each Ward<br><br>(A Deputy Returning Officer appointed under this item cannot claim the fee payable under item 13 of this scale). | 1 Member –electorate does not exceed 1200 is 35.00<br><br>• Where the electorate is greater than 1200 but not more than 2000 is 38.00<br><br>• Where the electorate is in excess of 2000 is 41.00<br><br>2 Member 48.00<br><br>3 Member 53.00 | <br><br><br><br><br><br><br><br><br><br>1 Member 58.00<br>2 Member 116.00<br>3 Member 174.00 |
| 9A. | For each re-count  |   | 14.00  |

## **B – DISBURSEMENTS**

|     |   | <b>Current<br/>£</b> | <b>Recommended<br/>£</b>                       |
|-----|---|----------------------|--|
| 10. | Presiding Officer, a fee of.....<br><br>Or where a poll is combined with another, a fee of.....   | 175.00               | 175.00<br><br>196.00                           |
| 13. | Poll Clerk, a fee of.....<br><br>Or where a poll is combined with another, a fee of.....<br><br>Part-time (7am-2pm or 2pm-10pm), a fee of<br><br>Or where a poll is combined with another, a fee of.....  | 105.00               | 113.00<br><br>130.00<br><br>57.00<br><br>65.00 |
|     | (The fees for presiding officers and poll clerks include all expenses other than travelling expenses specified in item 21).   |                      |  |
| 14. | An additional poll clerk may be employed full-time at a polling station to which more than 1,000 electors are assigned, or part-time at the discretion of the Returning Officer or his duly appointed Deputy, and may be paid an appropriate amount with the fee payable under item 12 of this scale. |                      |  |

|  | <b>Current<br/>£</b>   | <b>Recommended<br/>£</b>   |
|--|--|--|
| 15. Counting Supervisor, a fee of<br>(a) for the first hour  | 25.00  | 25.00  |
| (b) for each half hour thereafter or part thereof  | 12.50  | 12.50  |
| 16. Counting Assistant, a fee of<br>(a) for the first hour   | 15.00  | 15.00  |
| (b) for each half hour thereafter or part thereof  | 7.50   | 7.50   |
| 17. For the employment of persons for clerical and all other assistance other than where separate fees are provided.<br>For each Ward  | 45.00  | 1 Member 108.00<br>2 Member 216.00<br>3 Member 324.00  |
| 18. Preparation and issue of poll cards and postal vote cards.<br>(a) For supervising the preparation and issue of official poll cards<br>For each Ward, a fee of  | 12.00  | 1 Member 18.35<br>2 Member 36.70<br>3 Member 55.05   |
| 19. (b) For the employment of persons in connection with the preparation and issue of official cards.<br>For every 100 cards or fraction thereof for each Ward, a fee of   | 2.05   | 2.30   |
| 20. For preparation of ballot boxes. For each polling station, a fee of  |  | 3.65   |
| 21. For receipt of postal ballot papers for each Ward per hour   |  | 6.00   |
| 22. To an officer designated by the Returning Officer or a duly appointed Deputy, for inspection and supervision of polling stations<br>For each building, a fee of.....   | 7.00   | 7.75   |
| 23. For travelling expenses of the Returning Officer, the Deputy Returning Officer, Assistants, Presiding Officers, Poll Clerks and Counting Assistants and for posting Notices of Elections and Notices of Poll | A sum in accordance with the Council's scheme for the Officer subject to a maximum of 42p per mile | A sum in accordance with the Council's scheme for the Officer subject to a maximum of 40p per mile |
| 24. Hire of rooms .....  | Actual and necessary cost  | Actual and necessary cost  |
| 25. For preparing a room for the purposes of a poll and/or count, and cleaning and reinstating the room (per station)  | Actual and necessary cost  | Actual and necessary cost  |

|     |  | <b>Current<br/>£</b>      | <b>Recommended<br/>£</b>  |
|-----|--|---------------------------|---------------------------|
| 26. | (a) In a School maintained by a local authority which may be used free of charge (NJC Scheme of Conditions of Service for Manual Workers apply to caretaker's fees).....   | Actual and necessary cost | Actual and necessary cost |
| 27. | (b) In any other building.....   | Actual and necessary cost | Actual and necessary cost |
| 28. | Heating and lighting (per station) .....   | Actual and necessary cost | Actual and necessary cost |
| 29. | Conveyance of ballot boxes and voting screens  | Actual and necessary cost | Actual and necessary cost |
| 30. | Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for Polling Stations or place of Count   | Actual and necessary cost | Actual and necessary cost |
| 31. | For provision and maintenance of ballot boxes and voting screens, for alterations to stamping instruments, for printing notices, ballot papers and other forms and documents required, including the printing costs, computer charges and all associated costs of producing the official poll cards, and for stationery, advertising, postages, telephone calls, bank charges and miscellaneous expenses | Actual and necessary cost | Actual and necessary cost |

**NOTE:** At a combined election of District and Parish Councillors, wherever appropriate the costs are to be shared on an equal basis between the relevant Authorities, unless a particular expense can actually be allocated to a specific authority.

RETURNING OFFICER  
JANUARY 2010