

APPENDIX C - Scale of fees and charges comparison between 2013 and proposed April 2021

Description	Parish or parish ward (2013)	Parish or parish ward (2021)	Unitary division (2013)	Unitary division (2021)	Parish with unitary (2013)	Parish with unitary (2021)	Neighbourhood Planning Referendum (2021)	Combined elections: Additional fee for each additional election type (2021)	Parish polls (2013)	Parish polls (2021)	Notes
CONTESTED ELECTIONS											
A RETURNING OFFICERS FEE											
A1 Returning Officers personal fee - first 500 electors	£32.00	£32.00	£25.00	£32.00	£19.00	£32.00	£32.00	n/a	£32.00	£32.00	Updated unitary and combined unitary/parish in line with parish costs (parish costs unchanged since 2009)
A2 Returning Officers personal fee - each subsequent 250 electors or part 250 electors	£8.50	£8.50	£9.00	£8.50	£4.00	£8.50	£8.50	n/a	£8.50	£8.50	Updated unitary and combined unitary/parish in line with parish costs (parish costs unchanged since 2009)
A3 Returning Officers personal fee - first 50 postal voters	£12.00	£12.00	£12.00	£12.00	£12.00	£12.00	£12.00	n/a	n/a	n/a	No change proposed for 2021 (unchanged since 2009)
A4 Returning Officers personal fee - each subsequent 50 postal voters, or part 50	£2.50	£2.50	£2.50	£2.50	£2.50	£2.50	£2.50	n/a	n/a	n/a	No change proposed for 2021 (unchanged since 2009)
A5 Returning Officers personal fee - poll cards per contest OR	£14.00	£14.00	£14.00	£14.00	£14.00	£14.00	£14.00	n/a	n/a	n/a	No change proposed for 2021 (unchanged since 2009)
A6 Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	£0.23	£0.23	£0.23	£0.23	£0.23	£0.23	£0.23	n/a	n/a	n/a	No change proposed for 2021 (unchanged since 2009)
AA DEPUTY RETURNING OFFICER WITH FULL POWERS FEE											
AA1 Maximum of one third of Returning Officers fees as set out at A above											No change proposed for 2021 (unchanged since 2013)
B DISBURSEMENTS											
B1 Presiding Officer fee (or as per Parliamentary Order)	£195.00	£240.00	£195.00	£240.00	£195.00	£270.00	£240.00	£30.00	£97.50	£120.00	Updated to reflect 2019 UKPGE fees
B2 Additional sum for Presiding Officer training	£50.00	£55.00	£50.00	£55.00	£50.00	£80.00	£55.00	£25.00		£50.00	Updated to reflect 2019 UKPGE fees
B3 Poll Clerk fee (or as per Parliamentary Order)	£115.00	£144.00	£115.00	£144.00	£115.00	£164.00	£144.00	£20.00	£57.50	£72.00	Updated to reflect 2019 UKPGE fees
B4 Additional sum for Poll Clerk training	£50.00	£25.00	£50.00	£25.00	£50.00	£50.00	£25.00	£25.00		£25.00	Reduced by 50% as online training
B5 Visiting Officers	£195.00	£300.00	£195.00	£300.00	£195.00	£330.00	£300.00	£30.00	£97.50	£150.00	Updated to reflect 2019 UKPGE fees
B6 Additional sum for Visiting Officer training	£50.00	£105.00	£50.00	£105.00	£50.00	£130.00	£105.00	£25.00		£50.00	Updated to reflect 2019 UKPGE fees
B7 Counting/ Parcel assistant (first hour)	£20.00	£40.00	£20.00	£40.00	£20.00	£40.00	£40.00	n/a	£20.00	£40.00	New
B8 Counting/ Parcel assistant (subsequent hour or part hour)	£20.00	£20.00	£20.00	£20.00	£20.00	£20.00	£20.00	n/a	£20.00	£20.00	No change from 2013
B9 Count/Parcel Assistant training		£25.00		£25.00		£25.00	£25.00	n/a		£25.00	New
B10 Count/ Parcel Supervisor (first hour)		£50.00		£50.00		£50.00	£50.00	n/a	£25.00	£50.00	New
B11 Count/Parcel Supervisor (subsequent hour or part hour)	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	n/a	£25.00	£25.00	No change from 2013
B12 Count/Parcel Supervisor training		£50.00		£50.00		£50.00	£50.00	n/a		£50.00	New
B13 Count Control Officer (first hour)		£50.00		£50.00		£50.00	£50.00	n/a		£50.00	New
B14 Count Control Officer (subsequent or part thereof)		£25.00		£25.00		£25.00	£25.00	n/a		£25.00	New
B15 Count Control Training		£50.00		£50.00		£50.00	£50.00	n/a		£50.00	New
B16 Deputy Returning Officer (Count only) in addition to Count Supervisor fee	£28.00	£40.00	£40.00	£40.00	£28.00	£40.00	£40.00	n/a		£40.00	Increase from 2009
B17 Postal Vote Opener/Scanning Assistants	£5.50	£10.00	£5.50	£10.00	£5.50	£10.00	£10.00	n/a	n/a	n/a	Updated to reflect 2017 UKPGE fees
B18 Postal Vote Supervisor		£15.00		£15.00		£15.00	£15.00	n/a	n/a	n/a	New
B19 Postal Vote Manager		£20.00		£20.00		£20.00	£20.00	n/a	n/a	n/a	New
B20 Out of hours telephone cover		£20.00		£20.00		£20.00	£20.00	n/a		£20.00	New
B21 Poll card artwork setting, data and proofing (per hour)		£15.00		£15.00		£15.00	£15.00	n/a	n/a	n/a	New
B22 Postal vote stationery artwork setting, data and proofing (per hour)		£15.00		£15.00		£15.00	£15.00	n/a	n/a	n/a	New
B23 Ballot paper artwork setting, data and proofing (per hour)		£15.00		£15.00		£15.00	£15.00	n/a	n/a	£15.00	New
B24 Clerical assistance, per 1,000 electors (or part thereof)	£60.00	£100.00	£60.00	£100.00	£60.00		£100.00	n/a	£60.00	£100.00	Increase from 2009
B25 To purchase, hire, alter or repair each stamping instrument	£1.50	n/a	£1.50	n/a	£1.50	n/a	n/a	n/a	£1.50	£1.50	No change from 2013
B26 Mileage, per mile	£0.47	£0.45	£0.47	£0.45	£0.47	n/a	£0.45	n/a		£0.45	Decrease from 2013 (Change to HMRC rate)
B27 To provide training, for each training session for Visiting Officers, Presiding Officers, Poll Clerks and Count Staff	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	n/a	£40.00	£40.00	No change proposed for 2021 (unchanged since 2009)
C ACTUAL AND NECESSARY											
C1 For all computer services relating to the production of poll cards										n/a	Amount to be as incurred
C2 Printing and providing ballot papers											Amount to be as incurred
C3 Printing and providing poll cards										n/a	Amount to be as incurred
C4 Printing and providing postal vote stationery										n/a	Amount to be as incurred
C5 Printing, providing and publishing notices in connection with the election											Amount to be as incurred
C6 Renting, heating, lighting and cleaning premises in connection with the election											Amount to be as incurred
C7 Adapting premises for the election and restoring it to the original condition											Amount to be as incurred
C8 The hire and repair of ballot boxes											Amount to be as incurred
C9 The transportation of ballot boxes											Amount to be as incurred
C10 Copies of the register (as per regulations)											Amount to be as incurred
C11 Stationery, postage, telephones, bank charges and miscellaneous											Amount to be as incurred
C12 Confidential waste storage and destruction											Amount to be as incurred
C13 PPE equipment and other Covid-19 related costs											Amount to be as incurred
C14 Online polling station training modules										n/a	Amount to be as incurred
C15 Transportation of polling booths to/from polling stations											Amount to be as incurred
C16 Transportation of count equipment/stationery to/from count venue											Amount to be as incurred
D UNCONTESTED ELECTIONS											
D1 Returning Officers personal fee - uncontested election	£19.00	£30.00	£30.00	£30.00	£30.00	£30.00	n/a	n/a	n/a	n/a	Increase from 2013
D2 Clerical assistance, per 1,000 electors (or part thereof)		£100.00		£100.00		£100.00		n/a	n/a	n/a	New
D3 Any additional costs already incurred in Section C Actual and Necessary								n/a	n/a	n/a	New. Amount to be as incurred
E COUNTERMANDED/POSTPONED ELECTIONS											
E1 Returning Officers personal fee - uncontested election	£19.00	£30.00	£28.00	£30.00		£30.00	n/a	n/a	n/a	n/a	Increase from 2013
E2 Returning Officers personal fee - (if countermanded after the close of withdrawals)	£25.00	£30.00	£34.00	£30.00		£30.00	n/a	n/a	n/a	n/a	Updated from 2013
E3 Clerical assistance, per 1,000 electors (or part thereof)		£100.00		£100.00		£100.00		n/a	n/a	n/a	New
E4 Any additional costs already incurred in Section C Actual and Necessary								n/a	n/a	n/a	New. Amount to be as incurred