

Appendix A

Table to indicate parish election recharges, when a parish election is combined with a Unitary election.

(The term "parish" below is used to represent "town/parish election". Where a town/parish is warded, there may be more than one election per town/parish.

Heading	Description	Source	Cost to parish	Cost to Unitary	Method of apportionment
Returning Officer	Fee paid to Returning Officer	Wiltshire scale of fees and charges	Separate fee for parish election	Separate fee for Unitary election	Only the parish element is recharged to parishes
Clerical	Fee paid to Returning Officer to cover admin / clerical resources	Wiltshire scale of fees and charges	Separate fee for parish election	Separate fee for Unitary election	Only the parish element is recharged to parishes
Premises	Cost of hiring polling stations, postal vote opening venue, ballot box filling and distribution venue and count venue. There may be more than one polling station in use at each election.	As charged by owner of premises	Shared	Shared	Split according to the number of election types in the polling station. For example: one Unitary election and one Parish election would be apportioned 50% each; one PCC, one Unitary and one Parish apportioned 33% each; one PCC, one Unitary, one Parish and one neighbourhood planning referendum apportioned 25% each. Postal vote venue cost split to the number of election types with the parish element recharged to parishes apportioned on the number of postal votes returned per parish/parish ward. Ballot box filling and distribution venues split between election types. Parish cost then further apportioned between individual parishes based on number of polling stations within each parish/parish ward. The count venue cost would be split between election types. If each election type count is conducted on a different day the parish element would be recharged to parishes apportioned on the number of votes returned for each parish.
Polling staff	Fee paid to staff on duty at the polling station and visiting officers including training and mileage	Wiltshire scale of fees and charges	Shared	Shared	Split according to the number of election types in the polling station. For example: one Unitary election and one Parish election would be apportioned 50% each; one PCC, one Unitary and one Parish apportioned 33% each; one PCC, one Unitary, one Parish and one neighbourhood planning referendum apportioned 25% each.
Postages	Cost of outgoing and incoming postage on postal votes, poll cards and candidate's information	Royal Mail	Separate fee for parish election	Separate fee for Unitary election	Postal votes and candidate's information - Only the parish element is recharged to parishes. If poll card is combined, the cost is absorbed by the Unitary as there is no requirement for parishes to have poll cards.
Poll cards	Production and printing of poll cards	Print company	Separate fee for parish election	Separate fee for Unitary election	If poll card is combined, the cost is absorbed by the Unitary as there is no requirement for parishes to have poll cards
Ballot papers	Production and printing cost of ballot papers	Print company	Actual cost	Actual cost	Often the print company can only split invoices into parish and Unitary, in which case the total parish element is apportioned across parishes according to electorate. Unitary ballot papers are invoiced separately, and not recharged to parishes.
Postal vote packs	Production and printing cost of postal vote stationery, insertion of postal ballot papers and envelopes for the postal vote packs	Print company	Actual cost	Actual cost	Often the print company can only split invoices into parish and Unitary, in which case the total parish element is apportioned across parishes according to number of postal packs.
Postal vote staff	Fee paid to staff for the opening, scanning and pre-verification checks of returned postal vote ballot papers and mileage.	Wiltshire scale of fees and charges	Items specific to parish election only	Items specific to unitary election	Parish element is recharged back to parishes apportioned on staff costs and the number of postal votes returned
Labour	Incidental labour costs, mainly in association with the delivery of polling screens, ballot boxes and other polling/ count equipment	Hourly rate or job rate submitted by contractor	Shared	Shared	Split according to the number of election types
Transport	Incidental transport costs, mainly in association with the delivery of polling screens, ballot boxes and other polling/ count equipment and secure paperwork	Hourly rate or job rate submitted by contractor	Shared	Shared	Split according to the number of election types
Count staff	Fees payable to count staff including training and mileage	Wiltshire scale of fees and charges	Separate fee for parish election	Separate fee for Unitary election	Parish element is recharged back to parishes based on electorate of those parishes contested

General Printing	Printing of notices, electoral supplies including, statutory forms, nomination registers, polling station paperwork, count paperwork	Supplier/actual costs	Items specific to parish election only	Items specific to unitary election	Generic paperwork costs split across all election types.
Storage and confidential destruction	Election paperwork stored for timescales prescribed in law and confidentially destroyed.	Actual cost	Items specific to parish election only	Items specific to unitary election	Only the parish element is recharged to parishes
Uncontested/countermanded elections	Election does not proceed as not contested or postponement	Wiltshire scale of fees and charges	Separate fee for parish election only	Separate fee for Unitary election	Only the parish element is recharged to parishes