

Appendix B

Please note these are estimated costs for illustration purposes only

Example 1: Parish/ parish ward 500 electors 100 postal votes and 1 polling station

Description	Parish or parish ward (2021)	Combined elections: Additional fee for each additional election type (2021)	Standalone election	Combined with 1 other election	Combined with 2 other elections	Combined with 3 other elections
CONTESTED ELECTIONS						
A RETURNING OFFICERS FEE						
A1	Returning Officers personal fee - first 500 electors	£32.00	n/a	£32.00	£32.00	£32.00
A2	Returning Officers personal fee - each subsequent 250 electors or part 250 electors	£8.50	n/a	£0.00	£0.00	£0.00
A3	Returning Officers personal fee - first 50 postal voters	£12.00	n/a	£12.00	£12.00	£12.00
A4	Returning Officers personal fee - each subsequent 50 postal voters, or part 50	£2.50	n/a	£2.50	£2.50	£2.50
A5	Returning Officers personal fee - poll cards per contest OR	£14.00	n/a	£0.00	£0.00	£0.00
A6	Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	£0.23	n/a	£115.00	£115.00	£115.00
Sub Total A				£117.50	£117.50	£117.50

B DISBURSEMENTS						
B1	Presiding Officer fee (or as per Parliamentary Order)	£240.00	£30.00	£240.00	£135.00	£65.00
B2	Additional sum for Presiding Officer training	£55.00	£25.00	£55.00	£40.00	£35.00
B3	Poll Clerk fee (or as per Parliamentary Order)	£144.00	£20.00	£144.00	£82.00	£61.33
B4	Additional sum for Poll Clerk training	£25.00	£25.00	£25.00	£25.00	£25.00
B5	Visiting Officers	£300.00	£30.00	£300.00	£165.00	£120.00
B6	Additional sum for Visiting Officer training	£105.00	£25.00	£105.00	£65.00	£51.67
B7	Counting/ Parcel assistant (first hour)	£40.00	n/a	£80.00	£80.00	£80.00
B8	Counting/ Parcel assistant (subsequent hour or part hour)	£20.00	n/a	£0.00	£0.00	£0.00
B9	Count/Parcel Assistant training	£25.00	n/a	£25.00	£25.00	£25.00
B10	Count/ Parcel Supervisor (first hour)	£50.00	n/a	£100.00	£100.00	£100.00
B11	Count/Parcel Supervisor (subsequent hour or part hour)	£25.00	n/a	£0.00	£0.00	£0.00
B12	Count/Parcel Supervisor training	£50.00	n/a	£100.00	£100.00	£100.00
B13	Count Control Officer (first hour)	£50.00	n/a	£50.00	£50.00	£50.00
B14	Count Control Officer (subsequent or part thereof)	£25.00	n/a	£0.00	£0.00	£0.00
B15	Count Control Training	£50.00	n/a	£50.00	£50.00	£50.00
B16	Deputy Returning Officer (Count only) in addition to Count Supervisor fee	£40.00	n/a	£0.00	£0.00	£0.00
B17	Postal Vote Opener/Scanning Assistants	£10.00	n/a	£10.00	£10.00	£10.00
B18	Postal Vote Supervisor	£15.00	n/a	£15.00	£15.00	£15.00
B19	Postal Vote Manager	£20.00	n/a	£20.00	£20.00	£20.00
B20	Out of hours telephone cover	£20.00	n/a	£150.00	£75.00	£50.00
B21	Poll card artwork setting, data and proofing (per hour)	£15.00	n/a	£0.00	£0.00	£0.00
B22	Postal vote stationery artwork setting, data and proofing (per hour)	£15.00	n/a	£30.00	£30.00	£30.00
B23	Ballot paper artwork setting, data and proofing (per hour)	£15.00	n/a	£30.00	£30.00	£30.00
B24	Clerical assistance, per 1,000 electors (or part thereof)	£100.00	n/a	£100.00	£100.00	£100.00
B25	To purchase, hire, alter or repair each stamping instrument	n/a	n/a	£0.00	£0.00	£0.00
B26	Mileage, per mile	£0.45	n/a	£22.50	£11.25	£7.50
B27	To provide training, for each training session for Visiting Officers, Presiding Officers, Poll Clerks and Count Staff	£150.00	n/a	£60.00	£30.00	£20.00
Sub Total B				£1,416.50	£1,238.25	£1,045.50

C ACTUAL AND NECESSARY						
C1	For all computer services relating to the production of poll cards			£0.00	£0.00	£0.00
C2	Printing and providing ballot papers			£1,500.00	£1,500.00	£1,500.00
C3	Printing and providing poll cards			£0.00	£0.00	£0.00
C4	Printing and providing postal vote stationery			£400.00	£400.00	£400.00
C5	Printing, providing and publishing notices in connection with the election			£100.00	£100.00	£100.00
C6	Renting, heating, lighting and cleaning premises in connection with the election			£2,000.00	£2,000.00	£2,000.00
C7	Adapting premises for the election and restoring it to the original condition			£0.00	£0.00	£0.00
C8	The hire and repair of ballot boxes			£0.00	£0.00	£0.00
C9	The transportation of ballot boxes			£100.00	£50.00	£33.33
C10	Copies of the register (as per regulations)			£100.00	£100.00	£100.00
C11	Stationery, postage, telephones, bank charges and miscellaneous			£800.00	£800.00	£800.00
C12	Confidential waste storage and destruction			£50.00	£50.00	£50.00
C13	PPE equipment and other Covid-19 related costs			£100.00	£50.00	£33.33
C14	Online polling station training modules			£45.00	£22.50	£15.00
C15	Transportation of polling booths to/from polling stations			£110.00	£55.00	£36.67
C16	Transportation of count equipment/stationery to/from count venue			£100.00	£100.00	£100.00
Sub total C				£5,405.00	£5,227.50	£5,168.33

Estimated overall total (A+B+C) **£6,939.00** **£6,583.25** **£6,331.33** **£6,211.63**

Description	Parish or parish ward (2021)	Combined elections: Additional fee for each additional election type (2021)	Standalone election	Combined with 1 other election	Combined with 2 other elections	Combined with 3 other elections
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Please note these are estimated costs for illustration purposes only

Example 2: Parish/ parish ward 1500 electors 380 postal votes and 2 polling stations

Description	Parish or parish ward (2021)	Combined elections: Additional fee for each additional election type (2021)	Standalone election	Combined with 1 other election	Combined with 2 other elections	Combined with 3 other elections
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CONTESTED ELECTIONS

A1	Returning Officers personal fee - first 500 electors	£32.00	n/a	£32.00	£32.00	£32.00	£32.00
A2	Returning Officers personal fee - each subsequent 250 electors or part 250 electors	£8.50	n/a	£34.00	£34.00	£34.00	£34.00
A3	Returning Officers personal fee - first 50 postal voters	£12.00	n/a	£12.00	£12.00	£12.00	£12.00
A4	Returning Officers personal fee - each subsequent 50 postal voters, or part 50	£2.50	n/a	£17.50	£17.50	£17.50	£17.50
A5	Returning Officers personal fee - poll cards per contest OR	£14.00	n/a	£0.00	£0.00	£0.00	£0.00
A6	Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	£0.23	n/a	£345.00	£345.00	£345.00	£345.00
Sub Total A				£362.50	£362.50	£362.50	£362.50

B DISBURSEMENTS

B1	Presiding Officer fee (or as per Parliamentary Order)	£240.00	£30.00	£480.00	£270.00	£200.00	£165.00
B2	Additional sum for Presiding Officer training	£55.00	£25.00	£110.00	£80.00	£70.00	£65.00
B3	Poll Clerk fee (or as per Parliamentary Order)	£144.00	£20.00	£576.00	£328.00	£272.00	£224.00
B4	Additional sum for Poll Clerk training	£25.00	£25.00	£100.00	£100.00	£100.00	£100.00
B5	Visiting Officers	£300.00	£30.00	£300.00	£165.00	£120.00	£97.50
B6	Additional sum for Visiting Officer training	£105.00	£25.00	£105.00	£65.00	£51.67	£45.00
B7	Counting/ Parcel assistant (first hour)	£40.00	n/a	£120.00	£120.00	£120.00	£120.00
B8	Counting/ Parcel assistant (subsequent hour or part hour)	£20.00	n/a	£0.00	£0.00	£0.00	£0.00
B9	Count/Parcel Assistant training	£25.00	n/a	£75.00	£75.00	£75.00	£75.00
B10	Count/ Parcel Supervisor (first hour)	£50.00	n/a	£100.00	£100.00	£100.00	£100.00
B11	Count/Parcel Supervisor (subsequent hour or part hour)	£25.00	n/a	£0.00	£0.00	£0.00	£0.00
B12	Count/Parcel Supervisor training	£50.00	n/a	£100.00	£100.00	£100.00	£100.00
B13	Count Control Officer (first hour)	£50.00	n/a	£50.00	£50.00	£50.00	£50.00
B14	Count Control Officer (subsequent or part thereof)	£25.00	n/a	£0.00	£0.00	£0.00	£0.00
B15	Count Control Training	£50.00	n/a	£50.00	£50.00	£50.00	£50.00
B16	Deputy Returning Officer (Count only) in addition to Count Supervisor fee	£40.00	n/a	£0.00	£0.00	£0.00	£0.00
B17	Postal Vote Opener/Scanning Assistants	£10.00	n/a	£20.00	£20.00	£20.00	£20.00
B18	Postal Vote Supervisor	£15.00	n/a	£15.00	£15.00	£15.00	£15.00
B19	Postal Vote Manager	£20.00	n/a	£20.00	£20.00	£20.00	£20.00
B20	Out of hours telephone cover	£20.00	n/a	£150.00	£75.00	£50.00	£37.50
B21	Poll card artwork setting, data and proofing (per hour)	£15.00	n/a	£0.00	£0.00	£0.00	£0.00
B22	Postal vote stationery artwork setting, data and proofing (per hour)	£15.00	n/a	£30.00	£30.00	£30.00	£30.00
B23	Ballot paper artwork setting, data and proofing (per hour)	£15.00	n/a	£30.00	£30.00	£30.00	£30.00
B24	Clerical assistance, per 1,000 electors (or part thereof)	£100.00	n/a	£200.00	£200.00	£200.00	£200.00
B25	To purchase, hire, alter or repair each stamping instrument	n/a	n/a	£0.00	£0.00	£0.00	£0.00
B26	Mileage, per mile	£0.45	n/a	£45.00	£22.50	£15.00	£11.25
B27	To provide training, for each training session for Visiting Officers, Presiding Officers, Poll Clerks and Count Staff	£150.00	n/a	£60.00	£30.00	£20.00	£15.00
Sub Total B				£2,146.00	£1,945.50	£1,708.67	£1,570.25

C ACTUAL AND NECESSARY

C1	For all computer services relating to the production of poll cards			£0.00	£0.00	£0.00	£0.00
C2	Printing and providing ballot papers			£1,500.00	£1,500.00	£1,500.00	£1,500.00
C3	Printing and providing poll cards			£0.00	£0.00	£0.00	£0.00
C4	Printing and providing postal vote stationery			£800.00	£800.00	£800.00	£800.00
C5	Printing, providing and publishing notices in connection with the election			£100.00	£100.00	£100.00	£100.00
C6	Renting, heating, lighting and cleaning premises in connection with the election			£2,000.00	£2,000.00	£2,000.00	£2,000.00
C7	Adapting premises for the election and restoring it to the original condition			£0.00	£0.00	£0.00	£0.00
C8	The hire and repair of ballot boxes			£0.00	£0.00	£0.00	£0.00
C9	The transportation of ballot boxes			£100.00	£50.00	£33.33	£25.00
C10	Copies of the register (as per regulations)			£100.00	£100.00	£100.00	£100.00
C11	Stationery, postage, telephones, bank charges and miscellaneous			£1,200.00	£1,200.00	£1,200.00	£1,200.00
C12	Confidential waste storage and destruction			£50.00	£50.00	£50.00	£50.00
C13	PPE equipment and other Covid-19 related costs			£200.00	£100.00	£66.67	£50.00
C14	Online polling station training modules			£105.00	£52.50	£35.00	£26.25
C15	Transportation of polling booths to/from polling stations			£220.00	£110.00	£73.33	£55.00
C16	Transportation of count equipment/stationery to/from count venue			£100.00	£100.00	£100.00	£100.00
Sub total C				£6,475.00	£6,162.50	£6,058.33	£6,006.25

Estimated overall total (A+B+C) **£8,983.50** **£8,470.50** **£8,129.50** **£7,939.00**

Description	Parish or parish ward (2021)	Combined elections: Additional fee for each additional election type (2021)	Standalone election	Combined with 1 other election	Combined with 2 other elections	Combined with 3 other elections
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Please note these are estimated costs for illustration purposes only

Example 3: Parish/ parish ward 3100 electors 800 postal votes and 3 polling stations

Description	Parish or parish ward (2021)	Combined elections: Additional fee for each additional election type (2021)	Standalone election	Combined with 1 other election	Combined with 2 other elections	Combined with 3 other elections
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CONTESTED ELECTIONS

A1	Returning Officers personal fee - first 500 electors	£32.00	n/a	£32.00	£32.00	£32.00	£32.00
A2	Returning Officers personal fee - each subsequent 250 electors or part 250 electors	£8.50	n/a	£88.40	£88.40	£88.40	£88.40
A3	Returning Officers personal fee - first 50 postal voters	£12.00	n/a	£12.00	£12.00	£12.00	£12.00
A4	Returning Officers personal fee - each subsequent 50 postal voters, or part 50	£2.50	n/a	£37.50	£37.50	£37.50	£37.50
A5	Returning Officers personal fee - poll cards per contest OR	£14.00	n/a	£0.00	£0.00	£0.00	£0.00
A6	Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	£0.23	n/a	£713.00	£713.00	£713.00	£713.00
Sub Total A				£750.50	£750.50	£750.50	£750.50

B DISBURSEMENTS

B1	Presiding Officer fee (or as per Parliamentary Order)	£240.00	£30.00	£720.00	£405.00	£300.00	£247.50
B2	Additional sum for Presiding Officer training	£55.00	£25.00	£165.00	£120.00	£105.00	£97.50
B3	Poll Clerk fee (or as per Parliamentary Order)	£144.00	£20.00	£864.00	£492.00	£368.00	£306.00
B4	Additional sum for Poll Clerk training	£25.00	£25.00	£150.00	£150.00	£150.00	£150.00
B5	Visiting Officers	£300.00	£30.00	£300.00	£165.00	£120.00	£97.50
B6	Additional sum for Visiting Officer training	£105.00	£25.00	£105.00	£65.00	£51.67	£45.00
B7	Counting/ Parcel assistant (first hour)	£40.00	n/a	£240.00	£240.00	£240.00	£240.00
B8	Counting/ Parcel assistant (subsequent hour or part hour)	£20.00	n/a	£120.00	£60.00	£40.00	£30.00
B9	Count/Parcel Assistant training	£25.00	n/a	£150.00	£150.00	£150.00	£150.00
B10	Count/ Parcel Supervisor (first hour)	£50.00	n/a	£100.00	£100.00	£100.00	£100.00
B11	Count/Parcel Supervisor (subsequent hour or part hour)	£25.00	n/a	£50.00	£50.00	£50.00	£50.00
B12	Count/Parcel Supervisor training	£50.00	n/a	£100.00	£100.00	£100.00	£100.00
B13	Count Control Officer (first hour)	£50.00	n/a	£50.00	£50.00	£50.00	£50.00
B14	Count Control Officer (subsequent or part thereof)	£25.00	n/a	£25.00	£25.00	£25.00	£25.00
B15	Count Control Training	£50.00	n/a	£50.00	£50.00	£50.00	£50.00
B16	Deputy Returning Officer (Count only) in addition to Count Supervisor fee	£40.00	n/a	£0.00	£0.00	£0.00	£0.00
B17	Postal Vote Opener/Scanning Assistants	£10.00	n/a	£40.00	£40.00	£40.00	£40.00
B18	Postal Vote Supervisor	£15.00	n/a	£15.00	£15.00	£15.00	£15.00
B19	Postal Vote Manager	£20.00	n/a	£20.00	£20.00	£20.00	£20.00
B20	Out of hours telephone cover	£20.00	n/a	£150.00	£75.00	£50.00	£37.50
B21	Poll card artwork setting, data and proofing (per hour)	£15.00	n/a	£0.00	£0.00	£0.00	£0.00
B22	Postal vote stationery artwork setting, data and proofing (per hour)	£15.00	n/a	£30.00	£30.00	£30.00	£30.00
B23	Ballot paper artwork setting, data and proofing (per hour)	£15.00	n/a	£30.00	£30.00	£30.00	£30.00
B24	Clerical assistance, per 1,000 electors (or part thereof)	£100.00	n/a	£300.00	£300.00	£300.00	£300.00
B25	To purchase, hire, alter or repair each stamping instrument	n/a	n/a	£0.00	£0.00	£0.00	£0.00
B26	Mileage, per mile	£0.45	n/a	£90.00	£45.00	£30.00	£22.50
B27	To provide training, for each training session for Visiting Officers, Presiding Officers, Poll Clerks and Count Staff	£150.00	n/a	£60.00	£30.00	£20.00	£15.00
Sub Total B				£3,039.00	£2,807.00	£2,434.67	£2,248.50

C ACTUAL AND NECESSARY

C1	For all computer services relating to the production of poll cards			£0.00	£0.00	£0.00	£0.00
C2	Printing and providing ballot papers			£1,500.00	£1,500.00	£1,500.00	£1,500.00
C3	Printing and providing poll cards			£0.00	£0.00	£0.00	£0.00
C4	Printing and providing postal votes			£1,000.00	£1,000.00	£1,000.00	£1,000.00
C5	Printing, providing and publishing notices in connection with the election			£100.00	£100.00	£100.00	£100.00
C6	Renting, heating, lighting and cleaning premises in connection with the election			£2,500.00	£2,500.00	£2,500.00	£2,500.00
C7	Adapting premises for the election and restoring it to the original condition			£0.00	£0.00	£0.00	£0.00
C8	The hire and repair of ballot boxes			£0.00	£0.00	£0.00	£0.00
C9	The transportation of ballot boxes			£100.00	£50.00	£33.33	£25.00
C10	Copies of the register (as per regulations)			£100.00	£100.00	£100.00	£100.00
C11	Stationery, postage, telephones, bank charges and miscellaneous			£1,800.00	£1,800.00	£1,800.00	£1,800.00
C12	Confidential waste storage and destruction			£50.00	£50.00	£50.00	£50.00
C13	PPE equipment and other Covid-19 related costs			£300.00	£150.00	£100.00	£75.00
C14	Online polling station training modules			£135.00	£67.50	£45.00	£33.75
C15	Transportation of polling booths to/from polling stations			£330.00	£165.00	£110.00	£82.50
C16	Transportation of count equipment/stationery to/from count venue			£100.00	£100.00	£100.00	£100.00
Sub total C				£8,015.00	£7,582.50	£7,438.33	£7,366.25

Estimated overall total (A+B+C) £11,804.50 £11,140.00 £10,623.50 £10,365.25