

APPENDIX B - Scale of fees and charges proposed April 2021

Description	Parish or parish ward (2021)	Unitary division (2021)	Parish with unitary (2021)	Neighbourhood Planning Referendum (2021)	Combined elections: Additional fee for each additional election type (2021)	Parish polls (2021)	Notes
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**CONTESTED ELECTIONS**

**A RETURNING OFFICERS FEE**

A1	Returning Officers personal fee - first 500 electors	£32.00	£32.00	£32.00	£32.00	n/a	£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	£8.50	£8.50	n/a	£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	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	n/a	n/a	No change proposed for 2021 (unchanged since 2009)
A5	Returning Officers personal fee - poll cards per contest <b>OR</b>	£14.00	£14.00	£14.00	£14.00	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	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)
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**B DISBURSEMENTS**

B1	Presiding Officer fee (or as per Parliamentary Order)	£240.00	£240.00	£270.00	£240.00	£30.00	£120.00	Updated to reflect 2019 UKPGE fees
B2	Additional sum for Presiding Officer training	£55.00	£55.00	£80.00	£55.00	£25.00	£50.00	Updated to reflect 2019 UKPGE fees
B3	Poll Clerk fee (or as per Parliamentary Order)	£144.00	£144.00	£164.00	£144.00	£20.00	£72.00	Updated to reflect 2019 UKPGE fees
B4	Additional sum for Poll Clerk training	£25.00	£25.00	£50.00	£25.00	£25.00	£25.00	Reduced by 50% as online training
B5	Visiting Officers	£300.00	£300.00	£330.00	£300.00	£30.00	£150.00	Updated to reflect 2019 UKPGE fees
B6	Additional sum for Visiting Officer training	£105.00	£105.00	£130.00	£105.00	£25.00	£50.00	Updated to reflect 2019 UKPGE fees
B7	Counting/ Parcel assistant (first hour)	£40.00	£40.00	£40.00	£40.00	n/a	£40.00	New
B8	Counting/ Parcel assistant (subsequent hour or part hour)	£20.00	£20.00	£20.00	£20.00	n/a	£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	£50.00	New
B11	Count/Parcel Supervisor (subsequent hour or part hour)	£25.00	£25.00	£25.00	£25.00	n/a	£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	£40.00	£40.00	£40.00	£40.00	n/a	£40.00	Increase from 2009
B17	Postal Vote Opener/Scanning Assistants	£10.00	£10.00	£10.00	£10.00	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	New
B19	Postal Vote Manager	£20.00	£20.00	£20.00	£20.00	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	New
B22	Postal vote stationery artwork setting, data and proofing (per hour)	£15.00	£15.00	£15.00	£15.00	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	£15.00	New
B24	Clerical assistance, per 1,000 electors (or part thereof)	£100.00	£100.00	£100.00	£100.00	n/a	£100.00	Increase from 2009
B25	To purchase, hire, alter or repair each stamping instrument	n/a	n/a	n/a	n/a	n/a	£1.50	No change from 2013
B26	Mileage, per mile	£0.45	£0.45	£0.45	£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	n/a	£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	£30.00	£30.00	£30.00	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	£30.00	£30.00	£30.00	n/a	n/a	n/a	Increase from 2013
E2	Returning Officers personal fee - (if countermanded after the close of withdrawals)	£30.00	£30.00	£30.00	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