

APPENDIX A - Scale of fees and charges from April 2013

	Description	Parish or parish ward	Unitary division	Parish with unitary	Parish poll	Notes
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CONTESTED ELECTIONS

A RETURNING OFFICERS FEE

A1	Returning Officers personal fee - first 500 electors	£32.00	£25.00	£19.00	£32.00	No change proposed for 2013
A2	Returning Officers personal fee - each subsequent 250 electors or part 250 electors	£8.50	£9.00	£4.00	£8.50	No change proposed for 2013
2.2	To provide training, for each training session for Presiding Officers and Poll Clerks	£150.00	£150.00	£150.00	£40.00	No change proposed for 2013
A3	Returning Officers personal fee - first 50 postal voters	£12.00	£12.00	£12.00		No change proposed for 2013
A4	Returning Officers personal fee - each subsequent 50 postal voters, or part 50	£2.50	£2.50	£2.50		No change proposed for 2013
AS	Returning Officers personal fee - poll cards per contest OR	£14.00	£14.00	£14.00		No change proposed for 2013
A6	Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	£0.23	£0.23	£0.23		No change proposed for 2013

AA DEPUTY RETURNING OFFICER WITH FULL POWERS FEE

AA1	Maximum of one third of Returning Officers fees as set out at A above					New from 2013 - see paragraph 3 of report
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B DISBURSEMENTS

BI	Presiding Officer fee (or as per Parliamentary/ European Order)	£195.00	£195.00	£195.00	£97.50	Updated in line with Parliamentary fees
2.7	Additional sum for Presiding Officer/ Poll Clerk training	£50.00	£50.00	£50.00	£50.00	Linked to national rates, now £50
B2	Poll Clerk fee (or as per Parliamentary/ European Order)	£115.00	£115.00	£115.00	£57.50	Updated in line with Parliamentary fees
2.6	Additional sum for Poll Clerk training	£50.00	£50.00	£50.00	£50.00	Linked to national rates, now £50
B3	Counting assistant (first hour)	£20.00	£20.00	£20.00	£20.00	See paragraphs 4 and 7 of report
B4	Counting assistant (subsequent hour or part hour)	£20.00	£20.00	£20.00	£20.00	See paragraphs 4 and 7 of report
B4b	Count supervisor, if required	£25.00	£25.00	£25.00	£25.00	New - see paragraph 5 of the report
BS	Deputy Returning Officer (Count only) in addition to Count Assistant fee	£28.00	£40.00	£28.00		No change proposed for 2013
B6a	For the issue and receipt of postal votes, per postal vote OR	£0.60	£0.60	£0.60		No change proposed for 2013
B6b	For the issue and receipt of postal votes, per person per hour	£5.50	£5.50	£5.50		No change proposed for 2013
B7	For the manual preparation of poll cards (per 100 poll cards)	£6.00	£6.00	£6.00		No change proposed for 2013, not applicable to parish polls
B8	Checking and sorting of poll cards prepared by computer (per 100 poll cards)	£1.50	£1.50	£1.50		No change proposed for 2013, not applicable to parish polls
B9	Clerical assistance, per 1,000 electors	£60.00	£60.00	£60.00	£60.00	No change proposed for 2013
B10	To purchase, hire, alter or repair each stamping instrument	£1.50	£1.50	£1.50	£1.50	No change proposed for 2013, other than for parish polls
B11	Mileage, per mile	£0.47	£0.47	£0.47		Change to HMRC rate
B12	Visiting Officers (Visiting Offices to attend Presiding Officer training)	£195.00	£195.00	£195.00	£97.50	To be maintained in line with Presiding Officer rate

C ACTUAL AND NECESSARY

C1	For all computer services relating to the production of poll cards					Amount to be as incurred
C2	Printing and providing ballot papers					Amount to be as incurred
C3	Printing and providing poll cards					Amount to be as incurred
C4	Printing, providing and publishing notices in connection with the election					Amount to be as incurred
C5	Renting, heating, lighting and cleaning premises in connection with the election					Amount to be as incurred
C6	Adapting premises for the election and restoring it to the original condition					Amount to be as incurred
C7	The hire and repair of ballot boxes					Amount to be as incurred
C8	The transportation of ballot boxes					Amount to be as incurred
C9	Copies of the register (as per regulations)					Amount to be as incurred
C10	Stationery, postage, telephones, bank charges and miscellaneous					Amount to be as incurred

UNCONTESTED ELECTIONS

D1	Returning Officers personal fee - uncontested election	£19.00	£30.00	£30.00		Unchanged since 2006
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COUNTERMANDED ELECTIONS

E1	Returning Officers personal fee - uncontested election	£19.00	£28.00			Unchanged since 2006
E2	Returning Officers personal fee - (if countermanded after the close of withdrawals)	£25.00	£34.00			Unchanged since 2006