

Fees and Charges 2024

CONTESTED ELECTIONS
A RETURNING OFFICERS FEE

		Per unitary/parish/ward area
		Agreed 2024 Rate
A1	Returning Officers personal fee - first 500 electors	5.3p per elector
A2	Returning Officers personal fee - each subsequent 250 electors or part 250 electors	
A3	Returning Officers personal fee - first 50 postal voters	
A4	Returning Officers personal fee - each subsequent 50 postal voters, or part 50	
A5	Returning Officers personal fee - poll cards per contest OR	
A6	Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	

AA DEPUTY RETURNING OFFICER

AA1	Maximum of one third of Returning Officers fees as set out at A above	
AA2	By-election/NPR (per electoral area) as per Returning Officer fee as set out above	£100.00

B	DISBURSEMENTS	Election duties subject to holiday pay	Hourly fee rate)	(day	Evening/Saturday hourly rate (1.5 x day rate)	Sunday hourly rate (2 x day rate)
B1	Presiding Officer		£17.00		n/a	n/a
B2	Poll Clerk		£13.00		n/a	n/a
B3	Polling Station Inspector		£19.50		n/a	n/a
B5	Counting/Parcel/Count Usher/Traffic Marshall Assistant		£15.00		£22.50	£30.00
B7	Count/Parcel/Count Usher Supervisor (hour or part hour)		£17.90		£26.85	£35.80
B9	Count Control Officer		£19.50		£29.25	£39.00
B10	Count Manager		£29.00		£43.50	£58.00
B11	Lead Count Supervisor (main elections only)		£19.50		£29.25	£39.00
B12	Postal Vote Opener/Scanning Assistants		£15.00		£22.50	£30.00
B13	Postal Vote Supervisor/signature adjudicator		£19.00		£28.50	£38.00
B14	Postal Vote Deputy Manager		£21.00		£31.50	£42.00
B15	Postal Vote Manager		£23.00		£34.50	£46.00
B16	Polling Day - Out of hours telephone/office cover per hour (6AM - 9AM)		£15.00		£22.50	£30.00
B17	Polling Day - Out of hours telephone/office cover per hour (5PM - 10PM)		£15.00		£22.50	£30.00
B18	Ballot box filling and Issuing Supervisor		£17.90		£26.85	£35.80
B19	Ballot Box Filling and Issuing Assistant		£15.00		£22.50	£30.00
B20	IT Support		£17.90		£26.85	£35.80
B21	Events/reception/count set up/take down Assistant		£15.00		£22.50	£30.00
B22	Comms/Events Lead		£19.50		£29.25	£39.00
B23	Poll card artwork setting, data and proofing		£18.00		£27.00	£36.00
B24	Postal vote stationery artwork setting, data and proofing		£18.00		£27.00	£36.00
B25	Ballot paper artwork setting, data and proofing		£18.00		£27.00	£36.00
B26	Statutory notices artwork setting, data and proofing		£18.00		£27.00	£36.00

	Miscellaneous	Rate
B27	To produce and deliver training, for each training session for Polling Station Inspectors, Presiding Officers, Parcels Supervisors, Usher Supervisors and Count Control	£150.00
B28	To deliver final briefing to Polling Station Inspectors and Presiding Officers on box collection	£75.00
B29	Clerical assistance, per 1,000 electors (or part thereof)	£100.00
B30	Mileage, per mile	£0.45
B31	Poll Clerk/Presiding Officer/Usher Supervisor/Polling Station Inspector training fee	£25.00
B32	Presiding Officer/Usher Supervisor/Polling Station Inspector collection and final briefing fee	£30.00
B33	Count Control/Parcel Supervisor/Count Supervisor/Usher Supervisor/Polling Station Inspector training fee (supplementary training via TEAMS- main elections only)	£40.00
B34	Presiding Officer - Additional sum if combined per each additional election type	20% uplift on Presiding Officer rate
B35	Poll Clerk - Additional sum if combined per each additional election type	20% uplift on poll clerk rate
B36	Standby Presiding Officer/Poll Clerk/Count Staff	£50.00

C ACTUAL AND NECESSARY

C1	Printing and providing ballot papers
C2	Printing and providing poll cards
C3	Printing and providing postal vote stationery
C4	Printing, providing and publishing notices in connection with the election
C5	Hire of venues for the conduct of the election (ballot box filling, polling stations, postal vote opening, verification and count)
C6	Copies of the register to candidates (as per regulations)
C7	Printing of paperwork and stationery for polling stations, postal vote opening and count
C8	Royal Mail postal vote licence
C9	Poll card postage
C10	Postal vote postage- outgoing
C11	Postal vote postage- returned postal votes
C12	Confidential waste storage and destruction
C13	PPE equipment and other Covid-19 related costs
C14	Online polling station training modules
C15	Transportation of polling booths to/from polling stations
C16	Transportation of count equipment/stationery to/from count venue
C17	Transportation of ballot boxes and equipment to/from filling venues
C18	Transportation of equipment to/from postal vote opening venues
C19	Parish Poll only- To purchase, hire, alter or repair each stamping instrument

D UNCONTESTED ELECTIONS

D1	Returning Officers personal fee - uncontested election	£30.00
D2	Candidate administration (nominations, registers, expense forms) per candidate	£30.00
D3	Administration for cancellation of election per 1,000 electors (or part thereof)	£100.00
D4	Any additional costs already incurred in Section B and C	as incurred

E COUNTERMANDED/POSTPONED ELECTIONS

E1	Returning Officers personal fee - (if countermanded after the close of withdrawals)	£30.00
E2	Candidate administration (nominations, registers, expense forms) per candidate	£30.00
E3	Administration for cancellation of election per 1,000 electors (or part thereof)	£100.00
E4	Any additional costs already incurred in Section B and C	as incurred