

**RECOMMENDED SCALE OF COSTS, CHARGES AND EXPENSES RELATING TO LOCAL ELECTIONS  
FROM 1 JANUARY 2016**

**POLLING AND COUNTING STAFF FEES**

	PRESIDING OFFICER	POLL CLERK	D.R.O. COUNT ONLY *	PRESIDING COUNTER		COUNTING ASSISTANT		POSTAL VOTE CLERK
			First hour	Day	Night	Day	Night	Per Hour
	£	£	£	£	£	£	£	£
<b>ALL SINGLE ELECTIONS</b>	195.00	115.00	77.00 Extra hours 25.50	15.50	19.50	8.25	13.50	Supervisor 12.00 Clerk 8.25
<b>CONCURRENT ELECTIONS</b>	Above fee plus extra below			Where counts follow on, the time should be aggregated and above rates applied				
	39.00	23.00		* Fee for acting as D.R.O. limited to supervision of count and declaration of result				
					£			
<b>PARISH POLLS (4pm – 9pm)</b>	63.50	38.00		Staff Training Fee		40.00		
				Trainer's Fee per session		150.00		

**RETURNING OFFICER, DEPUTY RETURNING OFFICER AND CLERICAL FEES**

ELECTION TYPE	RETURNING OFFICER FEE PER DIVISION, WARD OR PARISH		RETURNING OFFICER FEE WITH DEPUTY APPOINTED		DEPUTY RETURNING OFFICER ALL DUTIES			CLERICAL FEES EXCLUDING ISSUE OF POSTAL VOTES (See additional clerical fees below for postal votes)			
	Con- tested	Un- Contested	Contested	Un- contested	Contested		Un- contested	Contested or countermanded			Uncontested per division
	£	£	£	£	£	£	£	£	£	£	£
	If a county election runs concurrent with a district the R.O. & D.R.O. fees to be district fee plus 50%. Payment split between district and county council							1 division only	each division up to 4	Each division for 5 or more	
<b>COUNTY</b>	<b>264.00</b>	<b>66.00</b>						<b>277.00</b>	<b>246.00</b>	<b>215.50</b>	<b>56.50</b>
					First 500 elects per ward	Every 500 elects or part after				Per 1500 elects or part per ward	Uncontested per ward
<b>DISTRICT</b>	<b>264.00</b>	<b>66.00</b>			<b>42.50</b>	<b>26.50</b>	<b>32.00</b>			<b>58.50</b>	<b>32.00</b>
								Per 300 electors or part	Minimum fee	Maximum fee	Uncontested each parish
<b>PARISH</b>	<b>53.00</b>	<b>21.50</b>	<b>11.00</b>	<b>5.50</b>	<b>42.50</b>		<b>21.50</b>	<b>32.00</b>	<b>63.50</b>	<b>285.00</b>	<b>20.50</b>

**ADDITIONAL CLERICAL FEES**

	£
An additional clerical fee, for preparation of postal votes, to be paid per ward where more than 10% of the ward electorate are postal voters.	<b>£63.50</b>
Hand delivery of poll cards – minimum per card	<b>£00.18</b>

## HIRE OF BALLOT BOXES AND POLLING SCREENS

EMPLOYMENT OF PERSONS FOR PREPARTION OF OFFICIAL POLL CARDS			HIRE OF BALLOT BOXES AND VOTING SCREENS	
BY COMPUTER EVERY 100 CARDS OR PART	MANUALLY EVERY 100 CARDS OR PART	PROXY POLL CARDS EVERY 100 OR PART	PER POLLING STATION	IN ADDITION FOR EVERY POSTAL BALLOT BOX
£	£	£	£	£
2.30	2.30	2.30	2.00	1.00

## MISCELLANEOUS FEES TO BE CHARGED AT ACTUAL AND NECESSARY COST

<p style="text-align: center;"><b>FOR PRINTING AND PROVIDING:</b></p> <p>BALLOT PAPERS OFFICIAL POLL CARDS DELIVERY OF POLL CARDS NOTICES AND OTHER DOCUMENTS REQUIRED IN, AND ABOUT THE ELECTION, OR POLL, AND COSTS OF PUBLISHING SAME</p>	<p style="text-align: center;"><b>FOR RENTING OR ADAPTING:</b></p> <p>ANY BUILDING OR ROOM FOR ELECTION PURPOSES PLUS EXPENSES RE HEATING, LIGHTING &amp; CLEANING RESTORING TO FIT CONDITION FOR NORMAL USE FITTING UP OF VOTING SCREENS AND HIRE OF NECESSARY FURNITURE WHERE THIS IS NOT OTHERWISE OBTAINABLE</p>		
<p style="text-align: center;"><b>FOR HIRE, REPAIR OR ALTERATION OF:</b></p> <p>BALLOT BOXES STAMPING INSTRUMENTS</p>	<p style="text-align: center;"><b>FOR CONVEYANCE OF:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; vertical-align: top;">                     BALLOT BOXES BALLOT PAPERS                 </td> <td style="width: 50%; vertical-align: top;">                     WHERE NOT INCLUDED IN TRAVEL CLAIMS BY: D.R.O.. P.O. P.C.                 </td> </tr> </table>	BALLOT BOXES BALLOT PAPERS	WHERE NOT INCLUDED IN TRAVEL CLAIMS BY: D.R.O.. P.O. P.C.
BALLOT BOXES BALLOT PAPERS	WHERE NOT INCLUDED IN TRAVEL CLAIMS BY: D.R.O.. P.O. P.C.		
<p style="text-align: center;"><b>FOR GENERAL:</b></p> <p>STATIONERY POSTAGES TELEPHONE CALLS</p>	<p style="text-align: center;"><b>FOR COPIES OF:</b></p> <p>REGISTER OF ELECTORS REQUIRED FOR USE AT POLL</p>		

## TRAVELLING AND SUBSISTANCE ALLOWANCES

### RETURNING OFFICER, DEPUTY RETURNING OFFICER AND STAFF; PRESIDING OFFICER, POLL CLERK AND COUNTING STAFF

USING OWN CONVEYANCE	MILEAGE ALLOWANCE IN ACCORDANCE WITH N.J.C. CASUAL USER SCALE CURRENTLY IN FORCE *	
PUBLIC SERVICE - RAIL TRAVEL	FIRST CLASS FOR R.O, D.R.O. AND STAFF SECOND CLASS FOR PRESIDING OFFICERS, POLL CLERKS AND COUNTING STAFF	
PUBLIC SERVICE	ACTUAL COST OF ANY OTHER SERVICE	
VEHICLE HIRE	ACTUAL COST REASONABLY AND NECESSARILY INCURRED	
<p><b>NOTE:</b> TRAVELLING ON OFFICIAL BUSINESS CONNECTED WITH AN ELECTION, EITHER ON THE DAY OF POLL, OR THE FOLLOWING DAY WHEN A RESUMED COUNT TAKES PLACE, IS AN ENTITLEMENT TO CLAIM AND FOR PAYMENT OF THE TRAVELLING ALLOWANCE AT THE APPROPRIATE RATE. THIS IS NOT TO BE THE SUBJECT OF DEDUCTION OF THE MILEAGE USUALLY TRAVELLED BY OFFICERS IN ATTENDING THEIR NORMAL PLACE OF WORK. <b>WITH THE EXCEPTION</b> OF LINCOLN CITY COUNCIL, TRAVELLING ALLOWANCE SHOULD BE PAID TO THOSE PRESIDING OFFICERS WHO HAVE TO MAKE A SPECIAL JOURNEY TO COLLECT THEIR BALLOT BOXES BEFORE THE POLL.</p>		
EACH NIGHT NECESSARILY SPENT AWAY FROM HOME	CURRENT N.J.C. RATE APPLICABLE TO OFFICER CONCERNED FOR BED AND BREAKFAST	
SUBSISTENCE	OTHER THAN BED AND BREAKFAST ONLY TO BE ALLOWED IN EXCEPTIONAL CIRCUMSTANCES	
TRAVEL FEES		<b>0.45</b> PENCE PER MILE – not taxable

## MISCELLANEOUS CHARGES

	£
MARKED COPIES OF THE REGISTER - PER SIDE	<b>00.15</b>
WRITTEN CONFIRMATION OF INCLUSION ON THE REGISTER OF ELECTORS – EACH (INCLUDING VAT)	<b>25.00</b>