

APPENDIX A

| | ELECTORAL SERVICES - SCALE OF FEES 1 April 2021 to 31 March 2022 | 2020/21 | 2021/22 |
|---|---|------------------------|------------------------|
| Duty | | Fee £ | Fee (£) |
| 1. Polling staff (set fee) | | | |
| Presiding Officer (PO) | | *227.90 | *250.00 |
| Presiding Officer (covering two stations – additional payment to *) | | 100.00 | 125.00 |
| Conveyance of Ballot Box (PO'S) | | 42.80 | Delete |
| For combined polls, additional payment of (P.O.'s) | | 22.90 | 30.00 |
| Poll Clerk (PC) | | 136.80 | 150.00 |
| For combined polls, additional payment of (P.C.'s) | | 13.60 | 20.00 |
| Travel Expense (PC) | | 5.40 | Delete |
| Presiding Officer (Parish/Town Poll only) | | 76.00 | 95.30 |
| Conveyance of Ballot Box (POs) | | 42.80 | Delete |
| Poll Clerk (Parish/Town Poll only) | | 45.60 | 53.40 |
| Travel Expense | | 5.40 | Delete |
| | | | |
| 2. Counting staff | | | |
| Count Manager per hour | | 56.30 | Delete |
| Senior Count Supervisor per hour | | 42.70 | 43.90 |
| Count supervisor per hour | | 37.50 | 38.50 |
| Counting Assistant per hour | | 18.80 | 18.80 |
| | | | |
| 3. Postal voting staff | | | |
| Postal Vote Supervisor – per hour | | 25.00 | 25.00 |
| Postal Votes Assistant - per hour | | 12.50 | 12.50 |
| Postal Vote Quality Control (set fee) | | 227.90 | 227.90 |
| Postal Vote Driver | | 18.80 | 18.80 |
| Car Parking fees for Garden Square Multi Storey | | As per parking charges | As per parking charges |
| | | | |
| 4. Polling Station Inspector staff | | | |
| Senior Polling Station Inspector (set fee) | | 327.90 | 327.90 |
| Polling Station Inspector (set fee) | | 227.90 | 250.00 |
| | | | |
| 5. Councillor Liaison/Reception Duty per hour | | | |
| | | 18.80 | 18.80 |
| | | | |
| 6. Clerical Assistance/Ballot Box Preparation | | | |
| Administration per hour | | 8.70 | 9.00 |
| | | | |
| 7. Returning Officer's fees | | | |
| (a) For each contested ward/parish: | | | |
| Up to 1000 electors | | 89.50 | 89.50 |
| For each additional 1000 electors or part thereof | | 43.70 | 43.70 |
| (b) For each un-contested ward/parish | | 33.30 | 33.30 |
| (c) Where polls are combined | | 32.30 | 32.30 |

| | | | |
|--|---|-----------|----------|
| (d) | For each additional parish | 11.50 | Delete |
| | | | |
| 8. Training | | | |
| | Presiding Officer | 26.90 | 29.60 |
| | Poll Clerk | 26.90 | 29.60 |
| | Senior/Polling Station Inspector | 26.90 | 29.60 |
| | | | |
| 9. Travel for Polling Station Inspectors/Canvassers (Returns) /Postal Vote Issue/Postal Vote Driver | | | |
| Mileage payable at the recommended HMRC approved amount of 45 pence per mile for cars for the first 10,000 miles and 25 pence per mile thereafter. | | | |
| | | | |
| 10. Canvasser – Canvass Forms and Invitation to Register Forms (RETURNS) | | | |
| | Rural – Form Left at Property | 0.75 | 0.75 |
| | Rural – Form returned from property | 2.00 | 2.00 |
| | Urban – Form left at property | 0.50 | 0.50 |
| | Urban – Form returned from property | 1.50 | 1.50 |
| | Bonus – cumulative return rate from all rounds canvassed divided by number of rounds canvassed. Payable and varies on each individual. | £1 per 1% | Delete |
| | | | |
| 11. Poll Card Delivery and Canvass Form Delivery | | | |
| | Poll Card Delivery (per card) | -- | 20 pence |
| | Canvass Form Delivery (per form) | -- | 20 pence |