

ELECTORAL SERVICES - SCALE OF FEES	2025/2026 RATE	2025/2026 RATE	NIGHT TIME AND SATURDAY RATE	NIGHT TIME AND SATURDAY RATE	SUNDAY AND BANK HOLIDAY	SUNDAY AND BANK HOLIDAY
	(All Fees To Be Paid Hourly Rates)	(All Fees To Be Paid Hourly Rates)	(Payable at 1.5 Times Normal Rate) (Minimum 4 Hours Applicable to Count Roles)	(Payable at 1.5 Times Normal Rate) (Minimum 4 Hours Applicable to Count Roles)	(Payable at 2 Times Normal Rate) (Minimum 4 Hours – Applicable to Count Roles)	(Payable at 2 Times Normal Rate) (Minimum 4 Hours – Applicable to Count Roles)
	Excluding Holiday Fee	Including Holiday Fee	Excluding Holiday Fee	Including Holiday Fee	Excluding Holiday Fee	Including Holiday Fee
1. Polling staff						
Presiding Officer	£16.35	£18.32	N/A	N/A	N/A	N/A
Presiding Officer (covering two stations – additional payment)		£100.00	N/A	N/A	N/A	N/A
Poll Clerk	£12.44	£13.94	N/A	N/A	N/A	N/A
2. Counting staff						
Count Manager / Senior Count Supervisor	£23.20	£26.00	£34.80	£39.00	£46.40	£52.00
Count supervisor (including ballot box receipt and Central Team)	£16.40	£18.38	£24.60	£27.57	£32.80	£36.76
Counting Assistant	£12.44	£13.94	£18.66	£20.91	£24.88	£27.88
Count Media & Comms Manager	£15.62	£17.50	£23.43	£26.25	£31.24	£35.00
Control of Entry / Councillor Liaison / Reception Duty	£12.44	£13.94	£18.66	£20.91	£24.88	£27.88
Elections Porter	£12.44	£13.94	£18.66	£20.91	£24.88	£27.88
3. Postal voting staff						
Postal Vote Opening Manager	£22.31	£25.00	£33.47	£37.50	£44.62	£50.00
Postal Vote Supervisor	£15.62	£17.50	£23.43	£26.25	£31.24	£35.00
Postal Votes Assistant	£12.44	£13.94	£18.66	£20.91	£24.88	£27.88
Postal Vote Quality Control	£13.39	£15.00	£20.09	£22.50	£26.78	£30.00
Car Parking fees for Garden Square Multi Storey	As per parking charges					
4. Polling Station Inspector staff						
Polling Station Inspector	£19.85	£22.25	N/A	N/A	N/A	N/A
5. Clerical Assistance/Ballot Box Preparation						
Administration	£12.44	£13.94	£18.66	£20.91	£24.88	£27.88
6. Returning Officer's fees						
(a) For each contested ward parish:	£300.00					
(b) For each un-contested ward/parish	£35.00					

7. Training						
Presiding Officer						£30.00
Poll Clerk						£30.00
Senior/Polling Station Inspector						£30.00
8. Travel for Polling Station Inspectors / Presiding Officers / Canvassers (Returns) / Postal Vote Issue / Postal Vote Drive						
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 and 20 pence per mile for bicycles.						
Mileage payable to Presiding Officers for the following journeys as part of their role: -Home to District Council offices for Ballot Box collection session (& return) -Home to Polling Stations on morning of poll -Polling Station to count venue to deliver Ballot Box -Count Venue to home						
9. Canvasser – Canvass Forms and Invitation to Register Forms (RETURNS)						
Canvassing	£12.44	£13.94	N/A	N/A	N/A	N/A
10. Poll Card Delivery and Canvass Form (DELIVERY)						
Poll Card Delivery (per card)						£0.20
Canvass Form Delivery (per form)						£0.20
11. Uncontested Elections (including the Returning Officer uncontested fee)						
Up to and including 5 seats						£250.00
Between 6 and up to and including 10 seats						£450.00
Over 10 seats						£650.00
12. Holiday Pay					12.07% (as listed above)	