

**APPENDIX A**

**BOROUGH OF STEVENAGE**

**Local Government Act, 1972**  
**Section 42(5)**

**SCALE**

**of fees and expenses payable  
at Borough Council Elections  
to have effect from the 1<sup>st</sup> May 1988**

(See Finance and General Purposes) Min. 50 (2/2/84)

(Urgency Procedure April/May 1988)

(Executive Committee 17/11/99)

(Increase annually by same percentage as pay award)

(N.B. Pay awards announced in April of each year – payable in respect of the election held a year later)

(1984/85 = 4.83%)

(1985/86 = 5.35%)

(1986/87 = 5.96%)

(1987/88 = 4.00% for July)

(1987/88 = 2.00% for February)

(1988/89 = 5.4%)

(1989/90 = 8.8%)

(1990/91 pay award = 9.38%)

(1991/92 pay award = 6.4%)

(1992/93 pay award = 4.00%)

(1993/94 pay award = 1.5%)

(1994/95 pay award = 2.3%)

(1995/96 pay award = 2.2%)

(1996/97 pay award = 2.9%)

(1997/98 pay award = 2.5%)

(1998/99 pay award = 3.0%)

(1999/2000 pay award = 3.0%)

(2000/2001 pay award = 3.0%)

Council Offices,  
STEVENAGE  
December 2007  
(applicable up to and including  
May 2001 elections)

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### PART 1 – DISBURSEMENTS

1. The costs actually and necessarily incurred in respect of the following, that is to say -
  - (a) For the provision of any accommodation for the purpose of the election, including heating, lighting and cleaning and compensation for damage to any such accommodation.
  - (b) For adapting and fitting up any accommodation for the purpose of the election and restoring it for its normal use, including the provision of voting compartments and any necessary furniture.
  - (c) For providing ballot boxes, including any repairs.
  - (d) For the conveyance of ballot boxes and ballot papers in those cases where the cost of transport is not included in the travelling expenses of presiding officers and poll clerks.
  - (e) For every stamping instrument required to be purchased, hired, altered or repaired.
  - (f) For copies of the register of electors.
  - (g) For printing and providing ballot papers.
  - (h) For printing and providing official poll cards.
  - (i) For printing and providing notices and other documents required in or about the election or poll and for publishing the same.
  - (j) For general stationery, postage, telegrams, telephone calls and miscellaneous matters.
  - (k) For travelling expenses of returning officers and of presiding officers and poll clerks, including any expenses incurred by them in conveying the ballot boxes and ballot papers to or from the polling stations.

Where an officer uses his/her own car, he/she shall be paid at the intermediate casual user rate contained in the National Joint Council Scheme of Conditions of Service of A.P.T. and C. Services.

2. (a) For the Presiding Officer at each polling station, to include all expenses other than travelling expenses authorised by this scale £118.45

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(b) Travelling expenses for a Presiding Officer	£10.30
3. (a) For one Poll Clerk at a polling station, to include all expenses, other than travelling expenses authorised by this scale	£61.80
(b) Travelling expenses for a Poll Clerk	£5.15
4. For an additional poll clerk at a polling station where the number of voters assigned to the polling station exceeds 800, to include all expenses, other than travelling expenses authorised by this scale	£61.80
5. For the employment of persons in connection with the preparation and issue of official poll cards:-	
For every 100 cards or fraction thereof	£5.00
6. For the remuneration of persons employed in connection with the counting of votes, at each election:-	
(a) <u>Where one candidate only is to be elected:-</u>	
If the number of local government electors in the electoral area does not exceed 1000	£35.49
For each additional 1000 electors or fraction thereof beyond 1000	£16.33
(b) <u>Where two or more candidates are to be elected and counting sheets are used:-</u>	
If the number of local government electors in the electoral area does not exceed 1000	£71.03
For each additional 1000 electors or fraction thereof beyond 1000	£34.21
(c) In the event of a recount of the votes being ordered, for each recount:-	
An allowance not exceeding 25% of the total allowance under the preceding sub-paragraphs (a) or (b), as the case may be.	

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7. For the remuneration of persons employed in connection with the issue and receipt of postal ballot papers, at each election:-
- |   |        |
|---|--------|
| Up to 50 papers issued  | £16.37 |
| For each 25, or part thereof, in excess of 50 papers, an additional | £3.23  |
8. For all clerical and other assistance employed by the Returning Officer:-
- |   |        |
|---|--------|
| (a) For each Ward in which a contested election is held, an allowance not exceeding   | £54.74 |
| (b) In an uncontested election, for all necessary preliminary work, including clerical and other assistance, an allowance not exceeding | £23.93 |

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### PART II – RETURNING OFFICERS’ FEES

for services and other expenses

Fee for conducting the election and generally performing all the duties which a Returning Officer is required to perform under any enactments relating to local government elections, including all disbursements and expenses other than those for which specific provision is made elsewhere in this scale, as follows:-

#### Contested Election

9. (1) For each Ward in which a contested election is held:-
- |   |        |
|---|--------|
| If the number of local government electors in the electoral area does not exceed 1000 | £82.08 |
| For each additional 1000 electors or fraction thereof beyond 1000                     | £41.06 |
- (2) Provided that if two or more contested elections are held on the same day, the aggregate of the fees calculated in accordance with the preceding sub-paragraph shall be abated as follows:-
- |   |        |
|---|--------|
| For the second and each subsequent election – an abatement of | £22.57 |
|---|--------|

#### Uncontested Election

10. For each Ward:-
- |   |        |
|---|--------|
| One quarter of the fee prescribed under Sub-paragraph 9 hereof, subject to a minimum of | £30.77 |
|---|--------|

#### Poll Cards

11. For the responsibility for the preparation and issue of poll cards:-
- |   |        |
|---|--------|
| For the first election                      | £32.49 |
| For the second and each subsequent Election | £25.53 |

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### Canvass

P&R 7/12/94 agreed increase\*  
as per ATPC pay award each year

<u>Canvass</u>	<u>Deliverers</u>	<u>Special Canvassers</u>
1995	13p	£1.25
1996*	13.28p (13.2)	£1.27
1997	13.66p (13.6)	£1.30
1998	14.00p (14p)	£1.33
1999	14.00p (14.42)	£1.37
2000	14.5p (14.85)	£1.41
2001	15.0 (15.29)	£1.45

### Poll Cards

1986 – 7.07p
1987 - 8.08p
1988 - 8.30p
1989 - 8.75p
1990 - 9.52p
1991 – 10.41p
1992 - 11.08p
1993 - 11.52p
1994 - 11.69p
1995 - 11.96p
1996 - 12.22p
1997 - 12.57p
1998 - 12.88p
1999 - 13.26p
2000 - 13.65p
2001 - 14.05p