

APPENDIX B

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 1st May 2008**
(and for Canvass Fees for the preparation
of the Register of Electors)

(Note: The charges listed are to increase annually by the same percentage as the pay award, on the basis of the Pay Awards announced in April each year, being payable in respect of the election held a year later.)

Council Offices,
STEVENAGE
December 2007

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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 £200

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(b) Travelling expenses for a Presiding Officer	£10
3. (a) For one Poll Clerk at a polling station, to include all expenses, other than travelling expenses authorised by this scale	£100
(b) Travelling expenses for a Poll Clerk	£5
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	£100
5. For the employment of persons in connection with the preparation and issue of official poll cards/election advice cards/postal voter advice cards:-	
For every 100 cards or fraction thereof	£6.20
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	£43.92
For each additional 1000 electors or fraction thereof beyond 1000	£20.20
(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	£87.90
For each additional 1000 electors or fraction thereof beyond 1000	£42.34
(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 | £20.26 |
| For each 25, or part thereof, in excess of 50 papers, an additional | £4.00 |
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
- | | |
|--|--------|
| | £67.75 |
|--|--------|
- (b) In an uncontested election, for all necessary preliminary work, including clerical and other assistance, an allowance not exceeding
- | | |
|--|--------|
| | £29.60 |
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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 | £98 |
| For each additional 1000 electors or fraction thereof beyond 1000 | £49.02 |
- (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 | £26.94 |
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Uncontested Election

10.	For each Ward:- One quarter of the fee prescribed under Sub-paragraph 9 hereof, subject to a minimum of	£36.74
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Poll Cards

11.	For the responsibility for the preparation and issue of poll cards:-	
	For the first election	£38.79
	For the second and each subsequent Election	£30.48

PART III

Other Fees

Payments for Delivery of Poll Cards/Postal Vote Advice Cards or similar by staff employed for the purpose

<u>Year</u>	<u>Payment per card</u>	
2007	16p	(Note: The amounts listed take into account the Pay Award note mentioned on the first page of these fees and charges)
2008	17p	
2009	17p	
2010	18p	

Payments for Register of Electors Annual Canvass Tasks

<u>Year of Canvass</u>	<u>Payment per form delivered</u>	<u>Special Canvass - Payment per form collected</u>
2007	16p	£1.80
2008	17p	£1.80
2009	17p	£1.80
2010	18p	£1.80