

Scale of Costs for 2023 District and Parish elections

1. Returning Officer Charges to the District Council	Contested Elections Basic fee per ward Fee per 250 or part over 1,000 electors per ward Postal votes per 100 or part per ward Uncontested Elections Basic fee per ward	£100 £10 £66 £175
District Returning Officer Fees – to be allocated as follows:		
Returning Officer	For professional, clerical and other assistance arranged by him/her in and about the conduct of the election for all electoral wards in the Teignbridge district. For the first three contested electoral wards For each contested ward exceeding three For the issue and receipt of ballot papers by post, per 100 or part thereof issued For each uncontested electoral ward	£1,500 £250 £16 £125
Deputy Returning Officers	For one appointed Deputy with full powers For each additional Deputy Returning Officer appointed to supervise the separate counting of votes in an electoral ward, for the first ward For each additional ward For one Deputy Returning Officer appointed to manage the postal vote opening sessions, for each contested district ward	Payment equivalent to 25% of RO fee £125 £100 £40
2. Returning Officer Charges to the Town and Parish Councils	Contested Elections Basic fee per parish or ward of a parish	£100

Appendix A

	Fee per 250 or part over 1,000 electors per parish or ward of a parish	£10
	Postal votes per 100 or part per ward or ward of a parish	£66
	Uncontested Elections	
	Basic fee per parish or ward of a parish	£175
Parish Returning Officer Fees – to be allocated as follows:		
Returning Officer	For each contested parish or ward of a parish	£100
	For each contested parish or ward of a parish which exceeds 1,000 electors an additional payment per 250 electors, or part	£10
	For the issue and receipt of ballot papers by post, per 100 or part thereof issued	£16
	For each uncontested parish or ward of a parish	£52
	For one appointed Deputy with full powers	Payment equivalent to 25% of RO fee
	For each additional Deputy Returning Officer appointed to supervise the separate counting of votes in a parish or parish ward where there are:	
	under 2,000 electors	£50
	over 2,000 electors	£100
	over 3,000 electors	£125
	over 4,000 electors	£150
	For one Deputy Returning Officer appointed to manage the postal vote opening sessions, for each contested parish or ward of a parish	£20
The charges outlined below apply to district and parish elections. Where elections are combined, the costs will be shared on a 50/50 basis.		
3. Polling Staff	For each Presiding Officer <i>(If combined with a national poll, fees uplifted by 20%)</i>	£255

Appendix A

	<p>For each Poll Clerk <i>(If combined with a national poll, fees uplifted by 20%)</i></p> <p>Training fee for Presiding Officers and Poll Clerks</p> <p>Presiding Officer fee for collection of ballot box from Forde House offices</p> <p>Fee for Polling Station Inspectors (1-15 polling stations) <i>(If combined with a national poll, fees uplifted by 20%)</i></p> <p>Mileage</p>	<p>£165</p> <p>£50</p> <p>£15</p> <p>Scale of fee for Presiding Officer</p> <p>45p per mile</p>
4. Polling Stations	<p>For hiring suitable accommodation for use as polling stations</p> <p>For cleaning, lighting and heating of polling stations</p> <p>Equipment transport to include delivery of polling screens</p>	<p>Actual and necessary cost</p> <p>Actual and necessary cost</p> <p>Actual and necessary cost</p>
5. Counting the votes	<p>Hire of count venue</p> <p>Cost of verification and count staff, equipment and associated costs including cleaning, lighting and heating <i>(staff fees will be based on those paid at most recent national election, allowing for uplift in line with any subsequent pay award)</i></p> <p>Mileage</p>	<p>Actual and necessary cost</p> <p>Actual and necessary cost</p> <p>45p per mile</p>
6. Poll Cards	<p>For provision of poll cards and postage costs <i>(Where parish elections are combined with district elections, the cost of poll cards will be met by the district election)</i></p>	<p>Actual and necessary cost</p>
7. Printing and Postages	<p>For printing of ballot papers provision of notices and postages necessarily incurred</p>	<p>Actual and necessary cost</p>
8. Postal Votes	<p>For printing, issue and outgoing postages</p> <p>For opening, validation of identifiers and incoming postages</p> <p>Staff <i>(fees based on those paid at most recent national election, allowing for uplift in line with any subsequent pay award)</i></p>	<p>Actual and necessary cost</p> <p>Actual and necessary cost</p> <p>Actual and necessary cost</p>

Appendix A

9. Miscellaneous Expenditure	For all other expenses necessarily and reasonably incurred and not otherwise provided for (by standard expenditure claim necessary cost form)	Actual and necessary cost
10. Holiday pay	12.07% of each fee represents holiday pay <i>(holiday pay is a legal requirement and must be shown separately on the payslip)</i>	
11. By-Elections	District Elections In the event of there being a by-election in the quadrennium (2023 – 2027) then the RO fee will be pro-rata to the basic RO fee. Therefore, the fee for a single by-election shall be one third of the basic RO fee (i.e. £500 plus £16 per 100 postal votes issued or part thereof). Parish Elections In the event of a parish by-election the RO will receive the allocated fee as detailed per parish or ward of a parish.	