

# Appendix A

## Scale of Costs for District and Parish elections

<b>1. Returning Officer Charges to the District Council</b>	<b>Contested Elections</b>	
	Basic fee per ward	£100
	Fee per 250 or part over 1,000 electors per ward	£11
	Postal votes per 100 or part per ward	£72
	<b>Uncontested Elections</b>	
	Basic fee per ward	£193
<b>District Returning Officer Fees – to be allocated as follows:</b>		
<b>Returning Officer</b>	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	£2,100
	For each contested ward exceeding three	£363
	For the issue and receipt of ballot papers by post, per 100 or part thereof issued	£20
	For each uncontested electoral ward	£137
<b>Deputy Returning Officers</b>	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 an electoral ward, for the first ward	£333
	For each additional ward	£110
	For one Deputy Returning Officer appointed to manage the postal vote opening sessions, for each contested district ward	£50

<b>2. Returning Officer Charges to the Town and Parish Councils</b>	<b>Contested Elections</b>	
	Basic fee per parish or ward of a parish	£110
	Fee per 250 or part over 1,000 electors per parish or ward of a parish	£11
	Postal votes per 100 or part per ward or ward of a parish	£72
	<b>Uncontested Elections</b>	
	Basic fee per parish or ward of a parish	£193
<b>Parish Returning Officer Fees – to be allocated as follows:</b>		
<b>Returning Officer</b>	For each contested parish or ward of a parish	£110
	For each contested parish or ward of a parish which exceeds 1,000 electors an additional payment per 250 electors, or part	£11
	For the issue and receipt of ballot papers by post, per 100 or part thereof issued	£20
	For each uncontested parish or ward of a parish	£57
	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	£55
	over 2,000 electors	£110
	over 3,000 electors	£137
	over 4,000 electors	£165
	For one Deputy Returning Officer appointed to manage the postal vote opening sessions, for each contested parish or ward of a parish	£22

**The charges outlined below apply to district and parish elections. Where elections are combined, the costs will be shared on a 50/50 basis.**

<b>3. Polling Staff</b>	<p><i>Polling staff fees are set in line with MHC&amp;LG rates and bands, allowing for uplift in line with any subsequent pay award)</i></p> <p>For each Presiding Officer <i>(If combined with a national poll, fees uplifted by 20%)</i></p> <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>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>£333</p> <p>£216</p> <p>£42.50</p> <p>Scale of fee for Presiding Officer plus 10%</p> <p>45p per mile</p>
<b>4. Polling Stations</b>	<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>
<b>5. Counting the votes</b>	<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 in line with MHC&amp;LG rates and bands, 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>
<b>6. Poll Cards</b>	<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>
<b>7. Printing and Postages</b>	<p>For printing of ballot papers, provision of notices, and postages necessarily incurred</p>	<p>Actual and necessary cost</p>
<b>8. Postal Votes</b>	<p>For printing, issue, and outgoing postages</p>	<p>Actual and necessary cost</p>

	<p>For opening, validation of identifiers and incoming postages</p> <p><b>Staff</b> <i>(staff fees will be in line with MHC&amp;LG rates and bands, allowing for uplift in line with any subsequent pay award)</i></p>	<p>Actual and necessary cost</p> <p>Actual and necessary cost</p>
<b>9. Miscellaneous Expenditure</b>	For all other expenses necessarily and reasonably incurred and not otherwise provided for (by standard expenditure claim necessary cost form)	Actual and necessary cost
<b>10. Holiday pay</b>	12.07% will be added to each staff payment excluding any Returning Officer fee, Deputy Returning Officer fee and training fees <i>(holiday pay is a legal requirement and must be shown separately)</i>	
<b>11. By-Elections</b>	<p><b>District Elections</b></p> <p>In the event of there being a by-election in the quadrennium (2025 – 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. £700 plus £20 per 100 postal votes issued or part thereof).</p> <p><b>Parish Elections</b></p> <p>In the event of a parish by-election the RO will receive the allocated fee as detailed per parish or ward of a parish.</p>	