

Minutes

OF A MEETING OF THE

Council



Listening Learning Leading

HELD AT 6.00 PM ON THURSDAY 25 APRIL 2013

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, CROWMARSH
GIFFORD**

Present:

Mrs Janet Carr (Chairman)

Mrs Dorothy Brown, Ms Anna Badcock, Mr Roger Bell, Ms Joan Bland, Mr Felix Bloomfield, Mr David Bretherton, Mrs Celia Collett, MBE, Mr Bernard Cooper, Ms Kristina Crabbe, Mr Philip Cross, Mrs Margaret Davies, Mr David Dodds, Mrs Ann Ducker, MBE, Mr Will Hall, Mrs Eleanor Hards, Mr Paul Harrison, Mr Stephen Harrod, Mr Marc Hiles, Ms Elizabeth Hodgkin, Dr Christopher Hood, Mr Malcolm Leonard, Ms Lynn Lloyd, Mr Imran Lokhon, Mrs Denise Macdonald, Mrs Ann Midwinter, Mrs Judith Nimmo-Smith, Reverend Angie Paterson, Ms Anne Purse, Mr Christopher Quinton, Mr Alan Rooke, Mrs Pearl Slatter, Mr David Turner, Mrs Margaret Turner and Mr Michael Welply .

Apologies:

Mr John Cotton, Mrs Pat Dawe, Mr Leo Docherty, Mrs Elizabeth Gillespie, Mr Tony Harbour, Mr Marcus Harris, Mr Neville F Harris and Mrs Jennifer Wood tendered apologies.

Officers:

Mr Steve Bishop, Mr David Buckle, Mr Matt Prosser, Mrs Margaret Reed, Mrs Anna Robinson and Mrs Jennifer Thompson.

52 Declaration of disclosable pecuniary interest

None.

53 Minutes

RESOLVED: to approve the minutes of the meeting held on 21 February 2013 as a correct record and agree that the Chairman sign them as such.

54 Chairman's announcements

The Chairman reported that the annual Chairman's charity dinner had raised £2,025 and she had received a number of messages of thanks for the evening.

55 Questions from the public and public participation

None.

56 Neighbourhood Planning Referendums - scale of fees and charges

Council considered the report of the Returning Officer setting out a proposed scale of fees and charges for neighbourhood planning referendums.

Mrs M Reed, Head of Legal and Democratic Services, reported that the fees and charges did not form part of the existing fees structure and a decision was required in advance of the Thame Neighbourhood Plan Referendum on 2 May. The proposed scale of fees and charges was based on the current scale for contested parish or town council elections. Fees due to the counting officer could be disbursed to deputy counting officers.

Mrs E A Ducker and Mr C Quinton proposed and seconded the recommendations set out in the report.

RESOLVED: to agree the scale of fees and charges for the Counting Officer to undertake arrangements for managing and conducting neighbourhood planning referendums as follows:

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Counting Officer or his/her duly appointed Deputy Counting Officer(s) shall include all payments which he/she makes from his/her fees to other persons by way of remuneration of services undertaken on his/her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Counting Officer.

Subject to this, the maximum charges are set out in the scale.

A – Fees

1	To the Counting Officer, or where appropriate a Deputy Counting Officer for carrying out all the duties assigned to him / her by the Counting Officer for conducting the referendum and generally performing the duties required by any enactments relating to the referendum	
	for each parish/town, a flat fee: -	
	Towns including Chinnor	£50
	Larger village parishes	£40
	Smaller village parishes	£30

	(If the Counting Officer or his/her duly appointed Deputy Counting Officer also carries out the functions specified in items 2 and 3 of the scale he/she will be entitled to claim the total of the fees payable under both items)	
2	To the Counting Officer, or a Deputy Counting Officer for services in connection with the preparation, maintenance and issue of official poll cards a flat fee as follows:	
	Towns including Chinnor	£20
	Larger village parishes	£15
	Smaller village parishes	£10
3	To the Counting Officer, or a Deputy Counting Officer appointed for the purposes of making arrangements for the issue and opening of postal votes a flat fee as follows:	
	Towns including Chinnor	£30
	Larger village parishes	£25
	Smaller village parishes	£20
	(A Deputy Counting Officer appointed under items 2 and 3 cannot also claim the fee payable under items 9 and 10 of this scale)	
4	To the Counting Officer, or a Deputy Counting Officer appointed for the purposes of making arrangements for counting the votes and declaring the results of the referendum	
	Towns including Chinnor	£50
	Larger village parishes	£40
	Smaller village parishes	£30
	(A Deputy Counting Officer appointed under item 3 cannot also claim the fee payable under items 10 and 11 of this scale)	

B – Disbursements

4	For the employment of persons for clerical and other assistance a flat fee as follows:	
	Towns including Chinnor	£40
	Larger village parishes	£30
	Smaller village parishes	£20
5	For printing and providing forms , notices and other documents required for the referendum, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses (ad hoc printing) a flat fee	£35
6	Presiding Officer , a fee of or where a referendum is combined with any other poll a fee of	£190 £220
7	Poll Clerk , a fee of or where a referendum is combined with any other poll a fee of	£110 £135
8	To the Counting Officer or his/her duly appointed representatives, for inspection and supervision of each polling station , a fee per station of	£20

	(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in item 12 of this scale)	
9	For the employment of persons in connection with the issue and receipt of postal ballot papers.	
	(a) postal vote supervisors	£10 per hour
	(b) postal vote count assistants	£7 per hour
10	Count Supervisor, a fee of	£20 per hour
11	Count Assistant, a fee of	£10 per hour
12	Travelling expenses of the Counting Officer, Deputy Counting Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person	HMRC rate
13	Fees associated with each polling station as follows: -	
	(a) Hire and associated costs (heating / electric) of polling station venue	Actual and necessary cost
	(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations	Actual and necessary cost
	(c) Booking halls, writing letters, arranging staff, preparation of ballot box and licence costs	Actual and necessary cost
	(d) Polling booth / screen delivery	Actual and necessary cost
	(e) Paper, stationery packs	Actual and necessary cost
	(f) Manual assistance (for moving ballot boxes and stationery)	Actual and necessary cost
14	Printing of ballot papers	Actual and necessary cost
15	Printing and postage of poll cards	Actual and necessary cost
16	Fees associated with the count as follows: -	
	(a) Hire and associated costs (heating / electric) of count venue	Actual and necessary cost
	(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as count venue	Actual and necessary cost
	(c) Stationery and equipment for the count	Actual and necessary cost

	(d) Additional printing/notices for the count	Actual and necessary cost
17	Any other costs associated with the referendum, such as advertising and any other miscellaneous costs	Actual and necessary cost
	<p>Note In the event of a neighbourhood planning referendum being combined with another poll the costs are to be shared on an equal basis, unless a particular expense can actually be allocated to a specific election/referendum.</p> <p>In the case of costs associated with postal vote opening, recharges will be calculated based on the number of postal votes issued as a percentage of the total number of postal votes returned.</p>	

The meeting closed at 6.15 pm

Chairman

Date

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