

APPENDIX A

Scale 1 – Scale of expenditure for elections of District Councillors

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his/her duly appointed Deputy Returning 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 Returning Officer. Subject to this, the maximum charges are set out in the scale.

Part 1 – Uncontested Elections

A – Fees

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| 1 | To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided for each ward a fee of | £60 |
| 2 | To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation , maintenance and issue of official poll cards for each ward a fee of | £35 |

B – Disbursements

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|---|---|--------------------------|
| 3 | For the employment of persons for clerical and other assistance for each ward a fee of | £40 |
| 4 | For printing and providing nomination packs and forms , notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses for each ward a fee of | £115 |
| 5 | For printing and postage of poll cards | Actual and necessary |
| 6 | Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants | HMRC rate actual mileage |

Part 2 – Contested Elections

A – Fees

- 7 To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for **conducting the election** and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided for each ward a fee of £115

(If the Returning Officer or duly appointed Deputy Returning Officer also carries out the functions specified under **items 8, 9, and 10** of this scale, he/she will be entitled to claim the fees payable under those items of this scale)

- 8 To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation , **maintenance and issue of official poll cards** for each ward a fee of £35

- 9 To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for the **issue and opening of postal votes** for each ward a fee of £55

- 10 To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for **counting the votes and declaring the results of the poll** for each ward a fee of £115

(A Deputy Returning Officer appointed under **item 10** cannot also claim the fee payable under **items 18 and 19** of this scale)

B – Disbursements

- 11 For the employment of persons for **clerical and other assistance** for each ward a fee of £70

- 12 For **printing and providing nomination packs and forms**, notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses for each ward a fee of £115

- 13 **Presiding Officer**, a fee of £195
or where a poll is combined with any other poll, a fee of £220

- 14 **Poll Clerk**, a fee of £115

or where a poll is combined with any other poll, a fee of £135

(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 20** of this scale)

An additional poll clerk may be employed full-time or part time at a polling station at the discretion of the Returning Officer or his/her duly appointed Deputy Returning Officer and may be paid an appropriate amount within the fee payable under **item 14** of this scale, such amount to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer.

The Returning Officer may also retain reserve staff on a standby basis and pay them an appropriate amount within the fees payable under **items 13 and 14** of this scale.

The Returning Officer has discretion under item 13 to pay a presiding officer an enhanced fee if covering more than one polling station or supervising a number of less experienced presiding officers within a polling place.

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| 15 | Presiding Officer and/or Poll Clerk attending a training session a fee up to the amount specified below to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer | |
| | (a) by-elections | No fee |
| | (b) ordinary / combined elections | £30 |

- | | | |
|----|---|-----|
| 16 | To the Returning Officer or his/her duly appointed representatives, for inspection and supervision of each polling station a fee per polling place | £20 |
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The fee payable to any one inspector shall not exceed £220.

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|----|--|-----------------|
| 17 | For the employment of persons in connection with the issue and receipt of postal ballot papers . For each ward fees as follows: - | |
| | (a) postal vote supervisors | £12.50 per hour |
| | (b) postal vote count assistants | £10 per hour |

The Returning Officer has discretion to reduce the fees payable in connection with the issue and receipt of postal ballots papers as he/she determines appropriate.

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|----|------------------------------------|------|
| 18 | Count Supervisor , a fee of | |
| | (a) by-elections | £40 |
| | (b) ordinary / combined elections | £100 |
| 19 | Count Assistant , a fee of | |
| | (a) by-elections | £20 |
| | (b) ordinary / combined elections | £70 |

The Returning Officer may exercise discretion to pay lower count

supervisor and count assistant fees in the case of a day time count. He/she may also exercise discretion to pay higher fees in the case of longer counts.

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|----|--|---------------------------|
| 20 | Travelling expenses of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person | HMRC rate |
| 21 | 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 |
| | Note A - Some wards may have more than one polling station. | |
| 22 | Printing of ballot papers | Actual and necessary cost |
| 23 | Printing and postage of poll cards | Actual and necessary cost |
| 24 | Fees associated with postal vote issue and opening as follows: - | |
| | (a) Hire and associated costs (heating / electric) of postal vote opening 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 postal vote venue | Actual and necessary cost |
| | (c) Postal vote packs printing | Actual and necessary cost |
| | (d) Postage of postal packs (issue and return) | Actual and necessary cost |
| 25 | 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 | Actual and necessary |

count venue

cost

(c) Stationery and equipment for the count

Actual and
necessary
cost

(d) Additional printing/notices for the count

Actual and
necessary
cost

26 **Any other costs** associated with the election, such as bank charges and any other miscellaneous costs

Actual and
necessary
cost

27 **Copy of the register**

Actual and
necessary
cost

Note B - At a combined election of District and Parish Councillors, other than the expenses involved in producing official poll cards which are to be borne solely by the District Council, the costs are to be shared on an equal basis between the District Council and the Parish/Town Councils concerned, unless a particular expense can actually be allocated to a specific authority, but

(a) 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; and

(b) in the case of costs associated with the count, recharges will be calculated based on the number of contested parish/town, or ward of a parish/town / ward electorate as a percentage of the total number of contested electorate.

Note C - In the event of a combined District Election with any other election(s) and/or Referendum, the recharges associated with the Referendum will be determined by the Returning Officer having regard to any funding provided for such an event and any national guidance. Any remaining costs will be apportioned as detailed in Note B above.

Scale 2 – Scale of expenditure for elections of Parish Councillors

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his/her duly appointed Deputy Returning 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 Returning Officer. Subject to this, the maximum charges are set out in the scale.

Part 1 – Uncontested Elections

A – Fees

- | | | |
|---|---|-----|
| 1 | To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided for each parish/town, or ward of a parish/town at which an election is held, a fee of | £30 |
| 2 | To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation , maintenance and issue of official poll cards
a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £10 |
| | 6 – 9 seats | £15 |
| | 10 – 14 seats | £20 |
| | 15 and above seats | £25 |

B – Disbursements

- | | | |
|---|---|-----|
| 3 | For the employment of persons for clerical and other assistance for each parish/town, or ward of a parish/town at which an election is held, a fee of | £20 |
| 4 | For printing and providing nomination packs and forms , notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses
a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £35 |
| | 6 – 9 seats | £50 |
| | 10 – 14 seats | £65 |
| | 15 and above seats | £80 |

- | | | |
|---|---|----------------------|
| 5 | For printing and postage of poll cards | Actual and necessary |
| 6 | Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants | HMRC rate |

Part 2 – Contested Elections

A – Fees

- | | | |
|---|---|-----|
| 7 | To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £50 |
| | 6 – 9 seats | £55 |
| | 10 – 14 seats | £60 |
| | 15 and above seats | £65 |

(If the Returning Officer or duly appointed Deputy Returning Officer also carries out the functions specified under **items 8, 9, and 10** of this scale, he/she will be entitled to claim the fees payable under those items of this scale)

- | | | |
|---|--|-----|
| 8 | To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation, maintenance and issue of official poll cards a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £10 |
| | 6 – 9 seats | £15 |
| | 10 – 14 seats | £20 |
| | 15 and above seats | £25 |

- | | | |
|---|--|-----|
| 9 | To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for the issue and opening of postal votes a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £20 |
| | 6 – 9 seats | £25 |
| | 10 – 14 seats | £30 |
| | 15 and above seats | £35 |

- | | | |
|----|--|--|
| 10 | To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for counting the votes and declaring the results of the poll a flat fee according to the number of seats for each parish/town, or | |
|----|--|--|

ward of a parish/town at which an election is held as follows: -

1 – 5 seats	£50
6 – 9 seats	£55
10 – 14 seats	£60
15 and above seats	£65

(A Deputy Returning Officer appointed under **item 10** cannot also claim the fee payable under **items 18 and 19** of this scale)

B – Disbursements

- 11 For the employment of persons for **clerical and other assistance** a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: -
- | | |
|--------------------|-----|
| 1 – 5 seats | £20 |
| 6 – 9 seats | £30 |
| 10 – 14 seats | £40 |
| 15 and above seats | £50 |
- 12 For **printing and providing nomination packs and forms**, notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: -
- | | |
|--------------------|-----|
| 1 – 5 seats | £35 |
| 6 – 9 seats | £50 |
| 10 – 14 seats | £65 |
| 15 and above seats | £80 |
- 13 **Presiding Officer**, a fee of £195
or where a poll is combined with any other poll, a fee of £220
- 14 **Poll Clerk**, a fee of £115
or where a poll is combined with any other poll, a fee of £135

(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 20** of this scale)

An additional poll clerk may be employed full-time or part time at a polling station at the discretion of the Returning Officer or his/her duly appointed Deputy Returning Officer and may be paid an appropriate amount within the fee payable under **item 14** of this scale, such amount to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer.

The Returning Officer may also retain reserve staff on a standby basis and pay them an appropriate amount within the fees payable under **items 13 and 14** of this scale.

The Returning Officer has discretion under item 13 to pay a

presiding officer an enhanced fee if covering more than one polling station or supervising a number of less experienced presiding officers within a polling place.

- 15 **Presiding Officer and/or Poll Clerk attending a training** session a fee up to the amount specified below to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer
- | | |
|-----------------------------------|--------|
| (a) by-elections | No fee |
| (b) ordinary / combined elections | £30 |

- 16 To the Returning Officer or his/her duly appointed representatives, for **inspection and supervision of each polling station** a fee per polling place of
- | | |
|--|-----|
| | £20 |
|--|-----|

The fee payable to any one inspector shall not exceed £220.

- 17 For the employment of persons in connection with the **issue and receipt of postal ballot papers**. For each parish/town, or ward of a parish/town at which an election is held as follows: -
- | | |
|----------------------------------|-----------------|
| (a) postal vote supervisors | £12.50 per hour |
| (b) postal vote count assistants | £10 per hour |

The Returning Officer has discretion to reduce the fees payable in connection with the issue and receipt of postal ballots papers as he/she determines appropriate.

- 18 **Count Supervisor**, a fee of
- | | |
|-----------------------------------|------|
| (a) by-elections | £20 |
| (b) ordinary / combined elections | £100 |

- 19 **Count Assistant**, a fee of
- | | |
|-----------------------------------|-----|
| (a) by-elections | £10 |
| (b) ordinary / combined elections | £70 |

The Returning Officer may exercise discretion to pay lower count supervisor and count assistant fees in the case of a day time count. He/she may also exercise discretion to pay higher fees in the case of longer counts.

- 20 **Travelling expenses** of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person
- | | |
|--|-------------------|
| | HMRC rate mileage |
|--|-------------------|

- 21 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 | Actual and |
|---|------------|

ballot box and licence costs	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
(g) Conversion Packs	Actual and necessary cost
Note A - Some parish/town, or ward of a parish/town at which an election is held may have more than one polling station.	
22 Printing of ballot papers	Actual and necessary cost
23 Printing and postage of poll cards	Actual and necessary cost
24 Fees associated with postal vote issue and opening as follows: -	
(a) Hire and associated costs (heating / electric) of postal vote opening 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 postal vote venue	Actual and necessary cost
(c) Postal vote packs printing	Actual and necessary cost
(d) Postage of postal packs (issue and return)	Actual and necessary cost
25 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/grass skirts	Actual and necessary cost
26 Any other costs associated with the election, such as bank charges and any other miscellaneous costs	Actual and necessary cost
27 Copy of the register	Actual and necessary

cost

Note B - At a combined election of Parish and District Councillors, other than the expenses involved in producing official poll cards which are to be borne solely by the District Council, the costs are to be shared on an equal basis between the Parish/Town Councils concerned and the District Council, unless a particular expense can actually be allocated to a specific authority, but

(a) 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; and

(b) in the case of costs associated with the count, recharges will be calculated based on the number of contested parish/town, or ward of a parish/town / ward electorate as a percentage of the total number of contested electorate.

Note C - In the event of a combined Parish Election with any other election(s) and/or Referendum, the recharges associated with the Referendum will be determined by the Returning Officer having regard to any funding provided for such an event and any national guidance. Any remaining costs will be apportioned as detailed in Note B above.

Scale 3 – Scale of expenditure for polls consequent on parish meetings

In accordance with Section 150(7) of the Local Government Act 1972 the following scale of expenditure shall be applied to the expenses of any poll consequent on a Parish Meeting in so far as it may be applicable.

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his/her duly appointed Deputy Returning 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 Returning Officer. Subject to this, the maximum charges are set out in the scale.

A – Fees

- 1 To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer **for conducting the poll** and generally performing the duties required by any enactments relating to the poll for each parish/town £30

(If the Returning Officer or his/her duly appointed Deputy Returning 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 Returning Officer, or a Deputy Returning Officer for services in connection with the preparation, **maintenance and issue of official poll cards** a flat fee according to the number of electorate for each parish/town, or ward of a parish/town at which a poll is held as follows: -

Electorate which does not exceed 1000	£10
Electorate greater than 1000 but less than 5000	£15
Electorate greater than 500 but less than 10000	£20
Electorate greater than 10000	£25

- 3 To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of making arrangements for **counting the votes and declaring the results of the poll** a flat fee according to the number of electorate for each parish/town at which a poll is held as follows: -

Electorate which does not exceed 1000	£30
Electorate greater than 1000 but less than 5000	£40
Electorate greater than 500 but less than 10000	£50
Electorate greater than 10000	£60

(A Deputy Returning Officer appointed under **item 3** cannot also claim the fee payable under **items 9 and 10** of this scale)

B – Disbursements

- 4 For the employment of persons for **clerical and other assistance** a flat fee according to the number of electorate for each parish/town at which a poll is held as follows: -
- | | |
|---|-----|
| Electorate which does not exceed 1000 | £20 |
| Electorate greater than 1000 but less than 5000 | £30 |
| Electorate greater than 500 but less than 10000 | £40 |
| Electorate greater than 10000 | £50 |
- 5 For **printing and providing forms**, notices and other documents required for the poll, 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 according to the number of electorate for each parish/town at which a poll is held as follows: -
- | | |
|---|-----|
| Electorate which does not exceed 1000 | £25 |
| Electorate greater than 1000 but less than 5000 | £35 |
| Electorate greater than 500 but less than 10000 | £45 |
| Electorate greater than 10000 | £55 |
- 6 **Presiding Officer**, a fee of £80
- 7 **Poll Clerk**, a fee of £60

(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 11** of this scale)

An additional poll clerk may be employed full-time or part time at a polling station at the discretion of the Returning Officer or his/her duly appointed Deputy Returning Officer and may be paid an appropriate amount within the fee payable under **item 7** of this scale, such amount to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer.

The Returning Officer may also retain reserve staff on a standby basis and pay them an appropriate amount within the fees payable under **items 6 and 7** of this scale.

- 8 To the Returning Officer or his/her duly appointed representatives, for **inspection and supervision of each polling station**, a fee per station of £20
- 9 **Count Supervisor**, a fee of £20
- 10 **Count Assistant** , a fee of £10

The Returning Officer may exercise discretion to pay higher fees in the case of longer counts.

11	Travelling expenses of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person	HMRC rate
12	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
	Note A - Some parish/town at which a poll is held may have more than one polling station.	
13	Printing of ballot papers	Actual and necessary cost
14	Printing and postage of poll cards	Actual and necessary cost
15	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/grass skirts	Actual and necessary cost
16	Any other costs associated with the poll, such as advertising and any other miscellaneous costs	Actual and necessary cost
17	Copy of the register	Actual and necessary cost

Scale 4 - Scale of fees for neighbourhood planning referendums

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 (adhoc printing) a flat fee £35
- 6 **Presiding Officer**, a fee of £195
or where a referendum is combined with any other poll a fee of £220
- 7 **Poll Clerk**, a fee of £115
or where a referendum is combined with any other poll a fee of £135
(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 12** of this scale)
- 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

9	For the employment of persons in connection with the issue and receipt of postal ballot papers.	
	(a) postal vote supervisors	£12.50 per hour
	(b) postal vote count assistants	£10 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

(e) Paper, stationery packs	cost 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>	
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