

**Report of:** Chief Executive, South Norfolk Council  
**To** Norfolk Chief Executives Meeting – December 13th  
**Subject;** Election fees for County, District and Parish Council elections

## **Introduction**

This report recommends the adoption of the scale of fees for County, District and Parish Council elections held in Norfolk in 2007.

## **Background**

Since local government reorganisation in 1974, the District Councils have largely adopted the scale of fees and expenses for local elections recommended by the Norfolk Branch of the Association of District Councils. In 1987, the ADC Norfolk Branch recommended all its member authorities to adopt a common formula for election fees based largely on the Parliamentary Charges Order and the local government APT&C pay award. This common scale of fees ensured a consistent approach across the County and avoided any of the problems prevalent in other parts of the country in terms of staff being attracted from one authority to another because of a differential in fees.

The County Electoral Officers Group is firmly of the view that the above system has served the District Councils in Norfolk well and that the system should be retained for the future. It was agreed in 2000 that the former ADC system should be continued with an annual report being submitted to the Norfolk Chief Executives each year.

Two changes have been suggested to the fee structure for 2008. Firstly, to move the implementation date from 1<sup>st</sup> January each year to 1<sup>st</sup> April to tie in with the beginning of the financial year. Secondly to introduce a standard fee for the hand delivery of poll cards

## **Scale of Fees**

The recommended scale of fees for 2008 is shown in the appendix to this report. The fees are calculated in accordance with the accepted formula of applying the percentage increase for the local government pay award, (2.5% in 2007.)

## **Recommendation**

To adopt the scale of fees and expenses shown in the appendix to this report for County, District and Parish Council Elections with effect from 1<sup>st</sup> April 2008.

GEOFF RIVERS  
Chief Executive, South Norfolk Council

Contact Officer - Rory Ringer – 01508 533687 – rringer@s-norfolk.gov.uk

**SCALE OF FEES FOR COUNTY, DISTRICT AND PARISH  
COUNCIL ELECTIONS IN NORFOLK**

**APPLICABLE FROM 1<sup>ST</sup> APRIL 2008**

**1. Polling Staff**

	<b>Fee for D/P</b>	<b>Fee for C</b>
Presiding Officer (single County, District or Parish election)	£170.00	£170.00
Poll Clerk (single County, District or Parish election)	£105.00	£105.00
Presiding Officer (joint County, District or Parish election)	£210.00	£210.00
Poll Clerk (joint County, District or Parish election)	£130.00	£130.00
Training Fee (Maximum Amounts)		
Trainer (per session)	£100.00	£100.00
Presiding Officer/Poll Clerk staff attending training.)	£40.00	£40.00

**2. Counting Staff**

Deputy Returning Officer's fee for count (District & Parish only):-

Major count	£42.00 *
Minor count	£25.05 *

Note. A major count is regarded as any election with an electorate of over 7000

Count supervisor's fee	£25.05 *	£25.05*
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Counting Assistant:-

1 <sup>st</sup> hour or part thereof (night count)	£18.55	£18.55
2 <sup>nd</sup> and subsequent hours or part (night count)	£10.50	£10.50
1 <sup>st</sup> hour or part thereof (day count)	£12.15	£12.15 2 <sup>nd</sup>
and subsequent hours or part (day count)	£7.00	£7.00
* plus fee for Counting Assistant		

**3. Preparation of Poll Cards**

For every 100 or part (computer preparation)	£1.70	£1.70
Hand Delivery of Poll Card – Maximum Payment		14 pence per card.

**4. Clerical Assistance**

**County**

For each contested Electoral Division a pro rata basis of £149.64 per district ward within a County Division area, (where district wards are split between 2 or more electoral divisions, the payment will be based on the ward with the largest electorate)

Every 100 postal votes or part thereof	£44.40
For each un-contested Electoral Division	£74.20

**District**

For each contested Ward	£149.65
Every 100 postal votes or part thereof	£44.40
For each un-contested Ward	£24.75

**Parish**

For each contested parish and ward of parish – a maximum of	£106.85
Every 100 postal votes or part thereof	£44.40
For each un-contested parish and ward of parish – a maximum of	£24.75

## 5.Returning Officer's Fees (Deputy for County.)

### Electoral Division

For each contested division

From 5001 to 6000 electors	£218.60
From 6001 to 7000 electors	£238.00
From 7001 to 8000 electors	£257.35
From 8001 to 9000 electors	£276.75
From 9001 to 10000 electors	£296.10
From 10001 onwards (for each additional 1000 or part thereof)	£19.40
Issue and Receipt of Postal Votes (Per Division)	£10.75
Issue of Poll Cards – (Per Division)	£17.80
For each un-contested division	£39.30

### District Wards

For each contested ward

Up to 1000 electors	£82.10
From 1001 2000 electors	£131.85
From 2001-3000 electors	£160.40
From 3001 onwards (for each additional 1000 or part thereof)	£19.40
Issue and Receipt of Postal Votes (Per Ward)	£10.75
Issue of Poll Cards (Per Ward)	£17.80
For each un-contested ward	£39.30

**Parish** (Note: Where combined District and parish election is held, only 50% of the below parish fees will be paid)

For each contested parish, and ward of parish

Up to 300 electors	£39.30
From 301 -600 electors	£60.80
From 601-1000	£85.60
From 1001 onwards (for each additional 1000 or part thereof)	£10.75
Issue and Receipt of Postal Votes – (Per Parish or ward of parish)	£10.75
Issue of Poll Cards – (Per parish or ward of parish.)	£17.80
For each un-contested parish or ward of parish election	£19.65

### Parish Meetings Poll

Presiding Officers and Poll Clerks - 50% of election fee

All other relevant fees - equivalent to parish Council election fees

### Notes

1. Fees for presiding officers and poll clerks are based on the current fees for National Elections and will be reviewed in line with any national review of fees.
2. Other increases have been calculated by reference to the local government possible pay award (2% rounded up)
3. All other costs are actual and necessary (ie. Polling station hire, printing, postages, stationery etc.)