

**Milton Keynes Council**  
**ELECTION OF WARD AND PARISH COUNCILLORS \***  
**(Changes to last year shown in blue)**

Scale of expenditure fixed under Section 36(4) and (5) of the Representation of the People Act 1983

**Effective from 1 April 2022**

<b>PART 1</b>			
<b>Returning Officer's Fees **</b>			
<p>The fees to be paid to the Returning Officer for conducting an election; giving the prescribed notices; preparing, supplying and distributing nomination papers and forms of consent; preparing for signature, verifying and adjudicating upon nomination papers; appointing deputy returning officers, including the deputy returning officers fee; issuing poll cards; issuing and receiving postal ballot papers; arranging for and conducting the poll; counting the votes; declaring the result and making a return of the same; generally performing all the duties which a returning officer is required to perform and for covering all disbursements and expenses other than those for which provision is made in Part 2, but excluding both the employees' and employer's share of superannuation and national insurance contributions where payable, shall be as follows:-</p>			
<b>1</b>	<b>In a contested election</b>		
<b>Where the election is for district/borough councillors</b>			
(a)	i	For each ward	<b>£125</b>
	ii	For every 500 electors (or part thereof) in each ward	<b>£10</b>
	iii	For every vacancy after the first in each district ward	<b>£40</b>
<b>Where the election is for parish councillors or a Referendum to adopt a Neighbourhood Plan</b>			
(b)	i	For each parish or parish ward	<b>£60</b>
	ii	For every 500 electors (or part thereof) in each parish or parish ward	<b>£20</b>
<b>2</b>	<b>In an uncontested local election</b>		
		Where the election is for any district ward, any parish council or parish ward or any county electoral division	<b>£40</b>
			For each uncontested election

## PART 2 Disbursements

Where fees for staff are quoted, the fees stated are the maximum amounts payable for the services of staff. These fees are exempt from employees' and employers' share of national insurance contributions where otherwise payable.

The Returning Officer has the discretion to disburse funds on the different functions described below up to the overall maximum amount calculated under Part 2. Within the overall maximum figure the Returning Officer may incur costs flexibly on any particular element provided the total amount for Part 2 is not exceeded.

The code printed in the left hand column is the equivalent expenditure head in a parliamentary election

### POLLING STATION COSTS

Polling Station Staff (up to 20% additional fee available if Outer London weighting applicable)

F1	Presiding Officer's fee for a single poll	<b>£240</b>
F1/F4	Presiding Officer's fee for a combined poll	<b>£280</b>
F2	Poll Clerk's fee for a single poll	<b>£150</b>
F2/F4	Poll Clerk's fee for a combined poll	<b>£170</b>
F2	Poll Clerk's fee for working limited hours (5pm -10pm) for a single poll	<b>£60</b>
F2/F4	Poll Clerk's fee for working limited hours (5pm -10pm) for a combined poll	<b>£70</b>
F3	Supervisor's/Polling Station Inspector's fee (maximum fee)	<b>£240</b>
F5	Mileage rate for polling station staff (The maximum rate exempt from income tax)	45p per mile
F6	Training Fee for presiding officers and/or poll clerks (inc. mileage/travel) – <b>maximum amount, but less may be paid e.g. £20 for online training</b>	<b>£40</b>

### Premises, printing and equipment related costs (Form F - Annex B, C, D and E)

F7	The rental or statutory charges* in respect of providing permanent polling stations (Annex B)	Actual & necessary costs
F8	The rental and other costs in respect of providing temporary polling stations (Annex B)	Actual & necessary costs
F9	Preparation and transport costs for polling station equipment (Annex C)	Actual & necessary costs
F10	The provision of equipment for polling stations (Annex D)	Actual & necessary costs
F11	The printing of all ballot papers, electoral registers, corresponding number lists, absent voting lists and notices (Annex E)	Actual & necessary costs

- Heating, lighting and caretaking for LEA or other publically financed schools or other rooms publically maintained

## POSTAL VOTING COSTS

### Staff Costs (Form G - Annex A)

The actual payments should be limited to a budget determined at the rate of **£80** for each 100 postal voters or part thereof, but lower amounts may be paid (example shown below) as determined by the RO.

G1	Preparation and issue costs if done in-house	£35 per 100 postal voters or part thereof Paid as sessional fees with RO determining the rate of pay
G1	Preparation and issue costs if done by printer/mailing house	£15 per 100 postal voters or part thereof
G2	Opening and checking costs	£44 per 100 postal voters or part thereof Paid as sessional fees with RO determining the rate of pay
G3	Training	Incorporated into the above

### Premises, printing and postage related costs (Form G - Annex B, C, D, E, F and G)

G4	Printing and stationery costs for postal voting	Actual & necessary costs
G5	Postal voting postal costs - outward	Actual & necessary costs
G6	Postal vote postage costs – inward	Actual & necessary costs
G7	Accommodation costs for postal voting (if any)	Actual & necessary costs
G8	Equipment costs for postal voting	Actual & necessary costs
G9	Cost of postal vote ‘sweeps’	Actual & necessary costs

## POLL CARD COSTS

### All costs (Form H – Annex A, B, C and D)

H1	Staff costs for the manual preparation of poll cards	£5 per 100 cards or part thereof
H2	Equipment costs for poll cards	Actual & necessary costs
H3	Printing and stationery costs for poll cards	Actual & necessary costs
H4	Postage or delivery costs for poll cards	2 <sup>nd</sup> class post or a staff delivery fee not exceeding 90% of 2 <sup>nd</sup> class post

## COUNT COSTS

### Staff costs (Form I – Annex A)

The actual payments should be limited to a budget determined at the rate of **£135** for each 1,000 electors or part thereof plus **£25** for every vacancy after the first.

In the case of a combined election the higher limits of **£160** per 1,000 electors or part thereof plus **£30** for every vacancy after the first will apply.

11	Count staff	A fee for the role to be based on an hourly rate and the projected duration of the count, with the RO determining the rate of pay. Total fees to be subject to the overall budget calculation described above.
12	Supervising count staff	A fee for the role to be based on an hourly rate and the projected duration of the count, with the RO determining the rate of pay. Total fees to be subject to the overall budget calculation described above.
13	Mileage rate staff (The maximum rate exempt from income tax), if fee paid is not inclusive	Incorporated into the above
14	Training	Incorporated into the above

### Count Accommodation, equipment, conveyance and security costs (Form I – Annex B, C, D and E)

15	Hire and associated count premises costs	Actual & necessary costs
16	Equipment and stationery costs for the count (including count refreshments, if any)	Actual & necessary costs
17	Conveyance of count equipment etc	Actual & necessary costs
18	Security costs for the count	If employed by the Returning Officer, rates payable to other count staff apply.  If provided externally – actual and necessary costs.

## OTHER COSTS

### Payments to general clerical staff (Form J – Annex A)

The actual payments should be limited to a budget determined at the rate of **£60** for every 1,000 electors (or part thereof) in a contested election and **£30** per ward, parish, parish ward or electoral division in the case of an uncontested election.

J1	General clerical staff	Rates of pay to be determined by the RO with the work undertaken specified in the claim form.
J2	Mileage rate staff (The maximum rate exempt from income tax)	45p per mile

### Other payments (Form J – Annex B, C, D and E)

J3	Training courses	Actual & necessary costs
J4	Costs of materials and services	Actual & necessary costs
J6	RO's Superannuation costs	Calculated by payroll
N/a	Encouragement of electoral participation in accordance with the Electoral Administration Act 2006	Actual & necessary costs
N/a	Any other costs not allocated elsewhere	Actual & necessary costs

**\*This expenditure and fee scale is also to be used at any referendums held under Neighbourhood Planning (Referendums) Regulations 2012 and any Council Tax referendum held under the Localism Act 2011.**

\*\* All references in this document to the Returning Officer are to be read and interpreted as applying to the Counting Officer at any referendums held under Neighbourhood Planning (Referendums) Regulations 2012 and any Council Tax referendum held under the Localism Act 2011.