

**Milton Keynes Council**  
**ELECTION OF WARD AND PARISH COUNCILLORS 2018/19**

*(Changes to last year are highlighted in blue)*

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

**Effective from 1 April 2018**

<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 Ward councillors</b>			
(a)	i	For each ward	<b>£125.00</b>
	ii	For every 500 electors (or part thereof) in each ward	<b>£10.00</b>
	iii	For every vacancy after the first in each ward	<b>£40.00</b>
<b>Where the election is for parish councillors</b>			
(b)	i	For each parish or parish ward	<b>£60.00</b>
	ii	Administrative fee for every 500 electors (or part thereof) in each parish or parish ward	<b>£20.00</b>
<b>Where there is a Referendum for the adoption of a Neighbourhood Plan</b>			
(c)	i	For each designated area	<b>£60.00</b>
	ii	Administrative fee for every 500 electors (or part thereof) in each designated area	<b>£20.00</b>
<b>2</b>	<b>In an uncontested local election</b>		
		Where the election is for parish councillors - for each parish or parish ward	<b>£40.00</b>

## PART 2

### Disbursements (fixed or actual and necessary)

Disbursements to be allowed in relation to the holding of an election, but excluding both the employees' and employer's share of national insurance contributions where payable, shall be as follows:-

		Gross £ p
<b>General</b>		
1	For postages, telephone calls, faxes, general stationery and miscellaneous expenses	Actual and necessary cost
2	For printing, providing and publishing notices and other documents	Actual and necessary cost
3	For printing and providing poll cards and ballot papers	Actual and necessary cost
4	For the provision of pre-prepared postal vote kits/stationery	Actual and necessary cost
5	For copies of the Register of Electors	Regulated fee
6	For providing accommodation, including rent (where payable), heating, lighting and caretaking and compensation for damage to such accommodation	Actual and necessary cost
7	For adapting and fitting out accommodation and restoring it to a fit condition for its normal use, including the provision of polling booths and necessary furniture and equipment.	Actual and necessary cost
8	For providing ballot boxes and stamping instruments including repairs	Actual and necessary cost
9	For the conveyance of polling booths, furniture and equipment	Actual and necessary cost
10	For the conveyance of ballot boxes, stamping instruments, election stationery etc. Where the cost of transport is not included in the travelling expenses of presiding officers and poll clerks.	Actual and necessary cost
11	Encouragement of electoral participation in accordance with the Electoral Administration Act 2006 (Recoverable)	Actual and necessary cost
<b>Polling Station Staff (up to 20% additional fee available if Outer London weighting applicable)</b>		<b>Based on 15 hours poll £</b>
12	<b>For each PRESIDING OFFICER</b> employed at a polling station, to include all expenses other than travelling expenses:  <div style="text-align: right;"> <b>For a single poll</b>                      For a combined poll                 </div>	<b>£210.00</b> <b>£252.00</b>
13	<b>For one POLL CLERK</b> employed at a polling station, to include all expenses other than travelling expenses:  <div style="text-align: right;"> <b>For a single poll</b>                      For a combined poll                 </div>	<b>£125.00</b> <b>£150.00</b>
14	<b>For one additional poll clerk</b> at a polling station to which are assigned more than 900 electors, to include all expenses other than travelling expenses: (a) <b>Between the hours of 7.00am and 10.00pm -</b> <div style="text-align: right;">                     For a single poll                      For a combined poll                 </div> (b) <b>EVENING POLL CLERK</b> <b>Between the hours of 5.00pm and 10.00pm -</b>  <div style="text-align: right;"> <b>For a single poll</b>                      For a combined poll                 </div>	<b>£125.00</b> <b>£150.00</b>  <b>50.00</b> <b>60.00</b>
15	<b>Training for Polling station staff</b> (including mileage expenses)	<b>30.00</b>

### Part 3 – Clerical Fund (general)

n.b. The Returning Officer has the discretion to incorporate any elements of items 1, 2 and 3 as he/she feels appropriate, in order to optimise use of the total clerical fund.

1	<b>Postal Ballot</b> For the employment of assistants in connection with the issue and receipt of postal ballot papers	£ p
a	For each ward, parish or parish ward election:  For each 100 postal voters (or part thereof)	  <b>79.00</b>
b	For any additional expenses related to staff or equipment arising from the implementation of the Electoral Administration Act 2006	Actual & necessary
2	<b>The Count</b> For the employment of assistants in connection with the counting of the votes	
a	<b>Single Election</b> For each 1,000 electors (or part thereof)  <b>Plus</b> , for every vacancy after the first	  <b>125.00</b>  <b>25.00</b>
b	<b>Combined Election</b> For each 1,000 electors (or part thereof)  <b>Plus</b> , for every vacancy after the first	  <b>150.00</b>  <b>30.00</b>
3	<b>Clerical Assistance/Travelling Expenses</b>	
(a)	<b>Contested</b> For every 1000 electors (or part thereof)	  <b>40.00</b>
(b)	<b>Uncontested</b> For each ward, parish or parish ward	  <b>20.00</b>
4	For each polling station visiting officer, to include all expenses other than travelling expenses. Includes collection of postal ballot papers delivered to the polling station. Amount paid is at local discretion.	<b>200.00</b> <b>(maximum)</b>
5	For the travelling expenses of the returning officer, deputy returning officer(s) and staff, in making arrangements for the poll or in connection with the conduct of the election and the expenses of presiding officers/ poll clerks including conveying ballot boxes to and from the polling station and places designated for the counting of votes.	<b>45p per mile</b>