

Badsworth Parish Council

Breakdown of re-charge for 2019 Parish elections

1 Standard admin fee

Setting up election in election management software; preparation, proofing and publication of Notice of Election		£80.00
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2 Nomination costs

Taking and processing nominations; preparation, proofing and publication of results notices	6 nominations @ £2.50	£15.00
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3 Costs of candidature (per candidate)

Letter to confirm nomination	6 letters @ £0.80	£4.80
Candidate briefing packs	6 packs @ £2.75	£16.50
Proofing ballot papers	6 candidates @ £2.50	£15.00
	Sub-total	£36.30

4 Proofing costs (per election)

Proofing postal vote stationery including all envelopes, statements and instructions	£2.50	
Proofing of Notice of Poll	£2.50	
Proofing of Poll Card	£2.50	
	Sub-total	£7.50

5 Polling costs inc. stationery

Letter to polling agents (inc. postage)	6 letter(s) @ £0.80	£4.80
Printing of polling station registers (£0.30 per 1000 electors)	£0.30 x 528 electors	£0.30
Printing of lists of postal voters (£0.40 per 100 electors)	£0.40 x 100 electors	£0.40

	Printing lists of proxy voters (£0.40 per 100 electors)	£0.40 for <100 electors	£0.40
	Printing of corresponding number lists (£0.05 per 100 electors)	£0.05 x 528 electors	£0.30
	Cost of preparing, checking and inserting generic stationery (£10.00 per ballot box)	1 ballot box(es) @ £10.00	£10.00
		Sub-total	£16.20
6	Verification and count admission costs		
	Letters to candidates for verification admission	6 letters @ £1.00	£6.00
	Letters to candidates for count admission	6 letters @ £1.00	£6.00
	Letters to verification agents for admission	0 letter(s) @ £1.00	£0.00
	Letters for counting agents admission	12 letter(s) @ £1.00	£12.00
		Sub-total	£24.00
7	Postal voting postage costs		
	Outward postage charged at £0.58 per pack	100 packs @ £0.58	£58.00
	Inward postage charged at £0.52 per pack	78 packs @ £0.52	£40.17
		Sub-total	£98.17
8	External printing costs		
	Ordinary ballot papers @ £8.00 per book	6 books @ £8.00	£48.00
	Tendered ballot papers @ £7.00 per book	1 book(s) @ £7.00	£7.00
	Large print ballot papers @ £3.50 per polling station	1 station(s) @ £3.50	£3.50
	Postal voting packs @ £0.66 per pack	100 packs @ £0.66	£66.20
	Delivery polling station ballot papers @ £0.05 per book	7 books @ £0.05	£0.35
		Sub-total	£125.05
9	Postal vote opening		
	Staff costs at an average of £0.79 per pack	78 packs @ £0.79	£61.62

	Stationery cost at an average of £0.02 per pack issued	100 packs @ £0.02	£2.00
		Sub-total	£63.62
10	Polling station staff costs		
	Presiding Officers @ £98.00 each (after split for combined elections)	1 Presiding Officer(s) @ £155.00	£155.00
	Poll clerks @ £62.00 each (after split for combination of elections)	2 clerks @ £94.50	£189.00
		Sub-total	£344.00
11	Polling station hire fees and equipment costs		
	Hire fee(s) – full fee is shown but then a split applied for combined elections	£125.00 split 2 ways	£62.50
	Equipment hire / purchase – full fee is shown but then a split applied for combined elections	£0.00 split 2 ways	£0.00
		Sub-total	£62.50
12	Polling station inspectors		
	An average cost is calculated for each polling station covered by each inspector. This is then divided by the number of combined elections to give a unit cost per polling station of £13.90	1 Inspector(s) @ £13.90	£13.90
13	Delivery and collection of polling station equipment		
	An average cost is calculated per polling station and then split for combined elections to give a unit cost of £60.00 per polling station	1 polling station(s) @ £60.00	£60.00
14	Drop off points		
	An average cost of the drop off points is charged at £8.61 per ballot box	1 box(es) @ £8.61	£8.61
15	Verification staffing costs		
	This is based on the average cost of verification for each ballot paper in all combined	262 ballot papers @ £0.05	£13.89

elections and is charged at
£0.05 per ballot paper

Stationery costs are charged
for development, preparation
and printing of audit paperwork
and records at £10.00 per
election

£10.00

Sub-total

£23.89

16 The Counting of the votes

Staff costs are not possible to
calculate per team member and
so the costs have been
calculated by reference to the
number of candidates (50% of
the total cost) in any area and
the number of ballot papers
counted (50% of the total cost)

Staff costs per candidate are
charged at £16.51

6 candidates @ £16.51

£99.05

Staff costs per ballot paper are
charged at £0.23

262 ballot papers @ £0.23

£59.74

The costs of setting up, clearing
down and equipping the count
centre are charged on the basis
of electorates and are charged
at £0.05 per elector

528 electors @ £0.05

£26.40

Stationery costs are charged
for development, preparation
and printing of audit paperwork
and records at £10.00 per
election

£10.00

Counting sheets ('grass skirts')
for parish election counts are
charged at £1.50 per sheet

The number of sheets needed
is determined by the electorate

11 sheets @ £1.50

£16.50

Sub-total

£211.69

17 Returning Officer's fee

This is charged at £150.00 per
election

£150.00

TOTAL DUE

£1,340.43