

Appendix 1

Dudley Metropolitan Borough Council

**SCALE OF FEES AND EXPENSES FOR BOROUGH COUNCIL
ELECTIONS**

With effect from 1st January 2010

No.		Expenditure Item	Amount
1		Use of room or building for polling station or for counting of votes, includes lighting & heating	Actual & necessary cost
2		Fitting up of Rooms or Building when required for Polling or Counting	Actual & necessary cost
3		Hiring or constructing a Polling Station with its fitting and compartments where necessary	Actual & necessary cost
4		Purchase of Ballot Boxes	Actual & necessary cost
5		Hiring of Ballot Boxes	Actual & necessary cost
6		Computer production of Poll Cards	Actual & necessary cost
7		Printing and providing Ballot Papers	Actual & necessary cost
8		Stationery, postages & telephone calls	Actual & necessary cost
9		Purchase, Hire or Alteration of Stamping Instruments	Actual & necessary cost
10		Copies of Register of Electors	Actual & necessary cost
11		Printing & providing Notices, Nomination Forms and other documents required and costs of publishing same.	Actual & necessary cost
12		Transportation of Ballot Boxes, papers, etc. from Polling Stations	Actual & necessary cost
13		Transportation of Ballot Boxes, papers, etc from Polling Stations to the place where the Ballot Papers are counted, or to a place of security (e.g. Police Station)	Actual & necessary cost
14		Clerical Assistance engaged to assist the Returning Officer/ERO	Actual & necessary cost
15		Presiding Officer's Fee + Mileage	£191.13 £10.00
16		Poll Clerk's Fee*	£114.62
17	(a)	Counting Senior Supervisor*	£141.92
	(b)	Counting Table Supervisor*	£76.42
	(c)	Counting Assistant*	£43.66

18		Issue/Receipt of Postal Ballot Papers (per 100 or fraction thereof) Within the total fees paid as follows: Postal Vote Issue/Open Supervisor Postal Vote Issue/Open Clerks	£36.24 £9.83 per hour £7.10 per hour
19		Preparation and Issue of Official Poll Cards Per 100 Cards or fraction thereof	£1.67
20	(a)	Clerical: Contested Per 100 Electors or fraction thereof Within the available total fees paid as follows: Polling Station Supervisor Checkers & Helpers Supervisor Count Runners	£1.96 £191.13 £76.42 £43.66
	(b)	Uncontested	£36.28
21		Poll Card Delivery Per Card	12p
22		Travelling Expenses of any other employee+	See Below
23	(a)	Deputy Returning Officer's Fees: General – Contested Per Ward - Uncontested Per Ward	£103.28 £27.80
	(b)	Count Per Ward Travelling Expenses++	£65.50 See Below

Based on a pro rata level of the Parliamentary Election Fees 2005 where appropriate.

All fees are increased each year in line with the APT&C pay award.

*Inclusive of Travelling

+Mileage allowance in accordance with NJC user scale currently in force. Second Class rail. Public Services actual cost of any other service. Vehicle Hire actual cost reasonably and necessarily incurred.

++Mileage allowance in accordance with NJC user scale currently in force. First Class rail. Public Services actual cost of any other service. Vehicle Hire actual cost reasonably and necessarily incurred. Each night necessarily spent away from home current NJC rate applicable to officer concerned for bed and breakfast. Subsistence other than bed and breakfast only to be allowed in exceptional circumstances.