

Date: 26 March, 1997

Direct Line: 01935 462001/462655
Ask for: Lesley Nesbitt or Amanda Green

Dear Sir/Madam,

PARLIAMENTARY & COUNTY COUNCIL ELECTIONS - 1ST MAY, 1997

I appoint you as Presiding Officer in connection with these elections and the information relative to the duties is contained in this letter or the enclosures. The fee payable is £138.38 which is subject to tax at the standard rate.

The hours of poll are 7.00 a.m. to 10.00 p.m. Please arrange to be at the Polling Station by 6.30 a.m. at the latest and to open the poll at 7.00 a.m. If the Poll Clerk(s) appointed to the same station live within easy reach of you, make the necessary arrangements to travel together.

Enclosed with this letter are:-

- (A) Your formal appointment, which includes the details of the station to which you are appointed and the copy/ies of the appointments Poll Clerk(s).
- (B) The form for (1) Acceptance of your Appointment and (2) Application for an absent vote or Certificate of Employment if required. **THIS FORM IS TO BE RETURNED IMMEDIATELY.** It also gives details of the times and places where ballot boxes may be collected. A duplicate copy of this form is enclosed for you to retain.
- (C) A statement as to the place where the ballot box is to be delivered.
- (D) Special Instructions. Please read these in full.
- (E) A copy of the provisions in Section 66 of the Representation of the People Act 1983 regarding requirements as to secrecy. It is no longer necessary to take a Declaration of Secrecy but you MUST observe the requirements.
- (F) Claim Form. Please complete and return this to me as soon as possible after polling day. DO NOT leave claim forms in the material handed in at the count. The claim form includes on the reverse side a statement for completion where the Presiding Officer or Poll Clerk is not liable for income tax. All fees will be paid net of tax unless this part of the form is completed.
- (G) Advice from the Police.
- (H) Where appropriate details of caretaker/contact for polling station.

The Handbook of Instructions will be supplied in the ballot box. All Presiding Officers must pick up their ballot box from one of the places stated on Enclosure (B) and must attend personally. There will be 5 minute briefing - please be on time. Any travelling undertaken by you either in collecting ballot boxes or inspecting the polling station before the day of the poll may be included on the claim form and will be paid for after the election with the fee.

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Staff transporting Ballot Boxes by private motor vehicles must ensure that their Motor Insurance Policy includes business use.

Please remember that you have an official position and you must be completely impartial. Neither you nor the Poll Clerk(s) may wear Party colours or display similar literature.

Enclosure (C) gives details of the arrangements for the delivery of the ballot boxes after the close of the poll. Please make absolutely sure that you understand the arrangements relating to your Station.

THE COUNTS FOR BOTH CONSTITUENCIES ARE BEING HELD IMMEDIATELY AFTER THE CLOSE OF THE POLL - PLEASE CLOSE YOUR POLLING STATION AS QUICKLY AS POSSIBLE AFTER 10.00 P.M. AND TRANSPORT THE BALLOT BOX AND MATERIAL AS SHOWN ON ENCLOSURE (C). IF THERE ARE ANY PROBLEMS CONTACT THE POLICE ON YEOVIL (01935) 415291 AND ARRANGEMENTS WILL BE MADE FOR BOXES TO BE PICKED UP. FOR THOSE STAFF DELIVERING BOXES DIRECT TO THE COUNT A FLUORESCENT LABEL WILL BE PROVIDED IN THE BALLOT BOX - PLEASE DISPLAY THIS ON THE WINDSCREEN AND THE POLICE WILL DIRECT YOU TO THE DELIVERY POINT - STAFF WILL THEN BE ON HAND TO TAKE THE BOX(ES), BALLOT PAPER ACCOUNT AND SACKS.

Should any problems occur outside normal office hours before polling day, please contact one of the following:-

Mr. A Tawse	01935 862040
Mr. G R Smith	01460 241832
Mrs L Nesbitt	01935 422971

Any problems or queries during polling day which you are unable to deal with should be referred to Yeovil 462462. There will be staff available from 6.30 a.m. to 10.00 p.m. Please also read and act on the advice of the Police contained in Enclosure (G)

Yours faithfully,

G. R. Smith

Acting Returning Officer

Enclosures

- (A) Appointment
- (B) Acceptance and Absent Vote Application (2)
- (C) Ballot Box Delivery Instructions
- (D) Special Instructions
- (E) Secrecy Requirements
- (F) Claim Form
- (G) Advice from the Police
- (H) (where appropriate) Caretaker/Contact Details