



Richard Bishop
 Clerk to Swaffham Town Council
 Town Hall
 4 London Street
 Swaffham
 Norfolk
 PE37 7DQ

SWAFFHAM
 TOWN COUNCIL

- 7 FEB 2023

RECEIVED

Dear Town Clerk

Invoice: Parish Elections Recharges – Thursday, 2 May 2019

Please find attached the recharge invoice to the parish council for the elections held on 2nd May 2019. Firstly, I would like to apologise for the delay in sending out your invoice, this was due in part to the 'snap' General Election held in December 2019.

I have broken down the elements of the invoice – which hopefully will aid your understanding the recharge. The recharge is broken down into four main areas as set out in the table below.

Returning Officer Services	<i>Fee</i>	<i>Administration</i>			Total
	£182.70	£105.00			£287.70
Postal Votes	<i>Postal Packs & printing</i>	<i>Postal Vote Licence</i>	<i>Postage</i>	<i>Staff</i>	
	£345.48	£43.43	£899.99	£384.09	£1,672.99
Polling Stations	<i>Ballot Papers</i>	<i>Poll Cards & Postage</i>	<i>Stationery</i>	<i>Staff & Premises</i>	
	£451.92	£933.56	£70.52	£1,808.77	£3,264.77
Count	<i>Premises Hire</i>	<i>Count Staff</i>	<i>Stationery & Equipment</i>	<i>Security</i>	
	£154.75	£1,048.97	£175.31	£14.62	£1,393.65
					£6,619.11

I am, of course, happy to answer any points that may need further clarification. If you have any questions, please do not hesitate to contact me.

Yours sincerely

Sue Daniels,
 Deputy (Acting) Returning Officer
contactus@breckland.gov.uk
 Breckland Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE