

Please ask for: Electoral Team  
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 Date: 30 August 2018

To  
 All Parish/Town Clerks

Dear Town/Parish Clerk

**Town/Parish Council Elections – Thursday 2 May 2019**

You may be aware that the next scheduled Parish/Town Council Elections will take place on **Thursday 2 May 2019**. I am writing to advise the Town/Parish Council regarding the approximate recharges whether the election is contested or uncontested.

	No of Electors	No of Councillors	Contested Fee	Uncontested Fee
Small	Up to 1,000	Up to 7	£700-£1,200	£100
Medium	Up to 2,000	8/9	£900-£1,500	£150
Large	Over 2,000	10 or more	£2,000-£3,500	£200-£300

A **contested election** is where more nominations are received than there are vacancies, the Town/Parish Council will be recharged the actual cost of running the election, some costs will be shared with the District Council if the District Ward is contested.

An **uncontested election** is where after the close of nominations/withdrawals there are insufficient candidates to require an election, the Town/Parish Council will be recharged an uncontested fee.

It would be advisable to take these figures into account when setting your parish precept later this year.

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### **Town/Parish Clerk Meeting**

Clerks will be invited to attend a meeting at the Council Office at Mercury House, Station Road, Richmond DL10 4JX in March 2019. It's aim is to discuss the Election procedure eg nominations, contested or uncontested, Election day and after. Nomination packs will be ready for Clerks to collect. As soon as we have dates and times finalised we will contact you again.

Thank you for your assistance in this matter.

Yours faithfully



**Sandra Hullah**  
Senior Electoral Services Officer