



# Derbyshire Dales District, Town and Parish Council Elections. A Guide for Agents and Media Attending the Verification and Count 2<sup>nd</sup> May 2019

## 1 Introduction

The verification of all votes cast to elect Members of Derbyshire Dales District Council and contested Town and Parish Councils will take place on Thursday 2<sup>nd</sup> May 2019 at Wirksworth Leisure Centre, Hannage Way, Water Lane, Wirksworth, DE4 4JG commencing at 10pm.

The counting of votes to elect Members of Derbyshire Dales District Council will also take place at Wirksworth Leisure Centre on 2<sup>nd</sup> May 2019. The counting of votes for Town / Parish Councils will take place on Friday 3<sup>rd</sup> May at Town Hall, Bank Road, Matlock commencing at 2.00pm.

## 2 Who's who at the Count

Many people are involved in running the election count, and you will see:



**Paul Wilson** is the Returning Officer, responsible for the conduct of the poll and proceedings at the Count.



**Dorcas Buntun** is the Deputy Returning Officer and will assist in the proceedings at the Count

**Mini Count Managers** – will be assisting the Counting Officer throughout the verification and count and will manage separate teams throughout the process.



Team 1 –  
**Steve  
Capes**



Team 2 –  
**Tim  
Braund**



Team 3 –  
**Ash  
Watts**

- Team Supervisors – assist the Mini Count Managers.
- Counters – they will be divided into count teams and will count the ballot papers and the votes

Other than the Returning Officer and his staff, the following people are entitled to attend the verification and count:

- Candidates
- Agents
- Appointed Counting Agents
- Electoral Commission Representatives and accredited observers
- Media with prior approval and in restricted areas only
- Police

### 3 Secrecy of Voting

Every person in attendance at the verification and count has a legal duty to maintain the secrecy of voting. Every person attending the verification and count will be required to sign that they have read and understood the provisions.

Please note that mobile phones must be set to silent. No photographs or filming of the proceedings are allowed on the count floor whilst the verification and count is in process. Accredited media can take photographs and/or film from the balcony area, but any images must not under any circumstances identify names or voting preferences on a ballot paper.

### 4 Refreshments

Tea/coffee and soft drinks will be available in an upstairs lounge area for staff, candidates and their agents. Drinks **must not** be taken on to the floor of the verification and count.

### 5 The Media

The Media will be allocated an area in the balcony area to observe proceedings. Liaison with candidates will be facilitated by the Communications and Marketing Manager – Jim Fearn – and any interviews will take place in the balcony area.

### 6 What happens at the Verification?

The first stage is to verify the number of ballot papers in each ballot box including the postal vote boxes, to check that the number accords with the number issued at polling stations and received through the postal vote process.

Staff will deliver the ballot boxes containing postal votes and the ballot boxes from the polling stations to the count venue or to drop off points in Ashbourne and Bakewell. Boxes delivered to the drop off points will be transported to the count venue by specially appointed District Council staff. Each ballot box will have been allocated a specific number and will be checked in on arrival.

The verification and count staff will be divided into 3 Teams. Each Team will deal with a specified number of ballot boxes against a pre-determined list of polling stations, which have been colour coded to equate roughly to one third overall. The list of ballot boxes assigned to each team is shown as an appendix to this guide.

Supervising officers will open the ballot boxes and instruct counting assistants working in pairs or more to sort the ballot papers for each election. A rolling verification and count process is to be adopted in order to enable each Ward to progress separately. Once all ballot papers have been sorted for a particular Ward, the teams will progress to count the number of ballot papers received in order to establish the percentage turnout. Once completed and checked against the ballot paper account, an announcement will be made of the percentage turnout on a Ward by Ward basis.

The empty boxes are shown to everyone present. The Mini Count Manager or Supervisor will let you know the location of the box being dealt with.

Throughout the verification, the ballot papers will be kept FACE UPWARDS.

## Variance Procedure

If the number of ballot papers contained in a particular ballot box agrees with the ballot paper account completed in the particular polling station, the ballot papers will be placed in holding boxes to be mixed with ballot papers from other polling stations within that particular Team Ward.

In the case of a variance the RO will double check the ballot paper account and check that it accords with the number of unused ballot papers accounted for in that particular polling station.

The ballot papers will be recounted until the same figure is arrived at on at least **two consecutive** occasions. This figure will be used as the verified figure and a note made on the ballot paper account and verification spreadsheet.

Once all the ballot boxes have been dealt with, the completed verification statement will be signed by the RO and Agents will be allowed to make copies if they wish. The percentage poll for the whole District will be announced at the end of the count.

## 7 What happens at the Count?

The second stage is to proceed to the counting of votes. The 3 teams will work independently to count the ballot papers in each team area.

In single seat Wards, counting assistants will work together to sort their supply of ballot papers into piles for each candidate with a separate pile for any doubtful papers. Votes for each candidate will then be counted into piles of 25 and into bundles of 100 secured with an elastic band. A label identifying the candidate will be placed inside the elastic band. All bundles will be double checked. The RO and Deputy will adjudicate upon any doubtful papers.

In multiple seat Wards, counting assistants will check that the number of votes is equal to or less than the maximum allowed. They will then use tick sheets to record the votes for each candidate. When all ballot papers have been processed in this way the votes will be totalled.

Whilst observing the sorting and counting of votes, please do not touch the ballot papers or interrupt the proceedings. If you wish to raise an issue, please alert one of the Mini Count Managers or Supervisors.

It may help to reduce the number of queries at the count if you note the following examples of the type of votes considered to be good:-

|   |         |  |
|---|---------|--|
| 1 | ✓ Smith |  |
| 2 | Jones   |  |

|   |       |   |
|---|-------|---|
| 1 | Smith | ✓ |
| 2 | Jones |   |

|   |         |  |
|---|---------|--|
| 1 | Smith   |  |
| 2 | ✗ Jones |  |

|   |       |   |
|---|-------|---|
| 1 | Smith |   |
| 2 | Jones | ☺ |

|   |       |     |
|---|-------|-----|
| 1 | Smith | YES |
| 2 | Jones |     |

|   |                  |  |
|---|------------------|--|
| 1 | <del>Smith</del> |  |
| 2 | Jones            |  |

When a team has completed their count for a particular Ward, the RO will complete the draft Ward result form for discussion with the Agents and candidates. The RO will offer an opportunity for agents to review all ballot papers which have been rejected and the reasons for the rejection.

Requests for a re-count will be made to the RO at this stage.

Once the draft results have been agreed, the Returning Officer will proceed to declare the individual Ward result.

## 8 Candidates' Speeches

The successful candidate will be offered an opportunity to make a speech following his/her election.

In the interests of time and efficiency, speeches will be a maximum of 5 minutes.

### Ballot Box Team Distributions

| Area Code          | Polling Station                           | Station No | Ward  | Seats | Parish if Contested          | Team   |
|--------------------|---|------------|---|-------|------------------------------|--------|
| AAB, AOU           | Ashbourne Town Hall                       | 1          | Ashbourne North Ward                        | 2     |                              | Team 3 |
| AAP                | Mobile Unit at Shawcroft Car Park         | 2          | Ashbourne North Ward                        | 2     |                              | Team 3 |
| IBI                | Biggin Village Hall                       | 3          | Dovedale and Parwich                        | 1     | Hartington Nether Quarter PC | Team 2 |
| IFB                | Fenny Bentley - Coach and Horses          | 4          | Dovedale and Parwich                        |       |                              | Team 2 |
| IMA                | Mappleton - Mappleton Village Social Club | 5          | Dovedale and Parwich                        |       |                              | Team 2 |
| IPA                | Parwich Memorial Hall                     | 6          | Dovedale and Parwich                        |       |                              | Team 2 |
| ITH                | Thorpe Village Hall                       | 7          | Dovedale and Parwich                        |       |                              | Team 2 |
| IEA, ILH,,ING, ITI | Tissington Village Hall                   | 8          | Dovedale and Parwich                        |       |                              | Team 2 |
| TCH                | Chelmorton War Memorial Institute         | 9          | Hartington and Taddington                   |       |                              | Team 2 |
| TES                | Earl Sterndale Methodist Chapel           | 10         | Hartington and Taddington                   |       |                              | Team 2 |
| TFL                | Flagg Village Hall                        | 11         | Hartington and Taddington                   |       |                              | Team 2 |
| THA                | Hartington Village Hall                   | 12         | Hartington and Taddington                   |       |                              | Team 2 |
| TTA, TBP, TBR      | Taddington - Bramwell Memorial Institute  | 13         | Hartington and Taddington                   |       |                              | Team 2 |
| WEL, WGR           | Elton Village Hall                        | 14         | Winster and South Darley                    | 1     |                              | Team 1 |
| WWI, MIG           | Winster - Jubilee Room, Burton Institute  | 15         | Winster and South Darley + Carsington Water |       |                              | Team 1 |
| WSD, WSO, WSW      | South Darley Village Hall                 | 16         | Winster and South Darley                    |       |                              | Team 1 |

| Area Code     | Polling Station                         | Station No | Ward                  | Seats | Parish if Contested         | Team   |
|---------------|---|------------|-----------------------|-------|-----------------------------|--------|
| XTI, XWH      | Tideswell - Fountain Square Church      | 17         | Tideswell             | 1     |                             | Team 3 |
| YMO           | Monyash Village Hall                    | 18         | Lathkill and Bradford |       |                             | Team 3 |
| YMS           | Middleton & Smerrill Village Hall       | 19         | Lathkill and Bradford |       |                             | Team 3 |
| YYO, YHA      | Youlgreave Village Hall                 | 20         | Lathkill and Bradford |       |                             | Team 3 |
| BAH           | Ashbourne - Hilltop Infants School      | 21         | Ashbourne South Ward  | 2     | Ashbourne TC - Hilltop Ward | Team 1 |
| BAH           | Ashbourne - Hilltop Infants School      | 22         | Ashbourne South Ward  |       | Ashbourne TC - Hilltop Ward | Team 1 |
| BAS           | Ashbourne - Empire Club                 | 23         | Ashbourne South Ward  |       |                             | Team 1 |
| DBR, DME      | Brailsford and Ednaston Institute       | 24         | Brailsford            | 1     |                             | Team 3 |
| DHO           | Hollington - Red Lion Inn               | 25         | Brailsford            |       |                             | Team 3 |
| DLO           | Longford CofE Primary School            | 26         | Brailsford            |       |                             | Team 3 |
| EDO, OSH      | Doveridge Village Hall                  | 27         | Doveridge and Sudbury | 1     |                             | Team 2 |
| ESU           | Sudbury Parish Room                     | 28         | Doveridge and Sudbury |       |                             | Team 2 |
| GBR           | Bradley CofE Primary School             | 29         | Clifton and Bradley   | 1     |                             | Team 1 |
| GCC           | Clifton Smith Parish Hall               | 30         | Clifton and Bradley   |       |                             | Team 1 |
| GEW, ORO, OYE | Wyaston Village Hall                    | 31         | Clifton and Bradley   |       |                             | Team 1 |
| GOS, GYE      | Osmaston Coronation Hall                | 32         | Clifton and Bradley   |       |                             | Team 1 |
| GSH           | Shirley Parish Church - Community Space | 33         | Clifton and Bradley   |       |                             | Team 1 |
| GSN           | Snelston Reading Room                   | 34         | Clifton and Bradley   |       | Parish Meeting              | Team 1 |
| OBO           | Boylestone Village Hall                 | 35         | Norbury               |       | Boylestone PC               | Team 2 |

| Area Code     | Polling Station                                   | Station No | Ward                 | Seats | Parish if Contested     | Team   |
|---------------|---|------------|----------------------|-------|-------------------------|--------|
| OCU, OAL, OHB | Cubley - Mary Clowes Hall                         | 36         | Norbury              |       |                         | Team 2 |
| OMM           | Marston Montgomery Coronation Hall                | 37         | Norbury              |       |                         | Team 2 |
| ONR           | Norbury - Mary Clowes Hall                        | 38         | Norbury              |       |                         | Team 2 |
| CBB           | Baslow Village Hall                               | 39         | Chatsworth Ward      | 1     |                         | Team 1 |
| CBE           | Beeley - Cavendish Village Hall                   | 40         | Chatsworth Ward      |       |                         | Team 1 |
| CCH, CED      | Edensor, Cavendish Hall                           | 41         | Chatsworth Ward      |       | Parish Meeting          | Team 1 |
| CPI           | Pilsley CofE Primary School                       | 42         | DDDC Chatsworth Ward |       | Parish Meeting          | Team 1 |
| FCA, FFR      | Calver Village Hall                               | 43         | Calver               | 1     |                         | Team 1 |
| FCU           | Curbar Wesleyan Reform Church                     | 44         | Calver               |       |                         | Team 1 |
| FSM           | Stoney Middleton - St Martin's Church             | 45         | Calver               |       | Stoney Middleton PC     | Team 1 |
| SDH           | Darley Dale Mencap Centre                         | 46         | Darley Dale          | 3     |                         | Team 2 |
| SHE, SUH      | Darley Dale - Community Room, Arc Leisure Matlock | 47         | Darley Dale          |       |                         | Team 2 |
| SNG           | Darley Dale - The Grouse Inn                      | 48         | Darley Dale          |       |                         | Team 2 |
| SNW           | Darley Dale - The Whitworth Centre                | 49         | Darley Dale          |       |                         | Team 2 |
| VBI           | Birchover Reading Room                            | 50         | Stanton              | 1     |                         | Team 2 |
| VNT           | Darley Dale - Wesleyan House                      | 51         | Stanton              |       |                         | Team 2 |
| VRO           | Rowsley WI Room                                   | 52         | Stanton              |       |                         | Team 2 |
| VSL, VSW      | Stanton Lees Chapel                               | 53         | Stanton              |       |                         | Team 2 |
| VSP, HNH      | Stanton In Peak Village Hall                      | 54         | Stanton              |       |                         | Team 2 |
| HAW           | Ashford War Memorial Institute                    | 55         | Bakewell             | 3     | Ashford in the Water PC | Team 2 |
| HBM           | Bakewell Methodist Junior School                  | 56         | Bakewell             |       |                         | Team 2 |
| HBT           | Bakewell Town Hall                                | 57         | Bakewell             |       |                         | Team 2 |
| HOH           | Over Haddon Village Hall                          | 58         | Bakewell             |       |                         | Team 2 |

| Area Code                   | Polling Station                              | Station No | Ward                 | Seats | Parish if Contested | Team   |
|-----------------------------|--|------------|----------------------|-------|---------------------|--------|
| HSH                         | Sheldon - Hartington Memorial Hall           | 59         | Bakewell             |       | Parish Meeting      | Team 2 |
| JEY                         | Eyam Mechanics Institute                     | 60         | Hathersage and Eyam  |       |                     | Team 1 |
| JGR                         | Grindleford Bishop Pavilion                  | 61         | Hathersage and Eyam  |       |                     | Team 1 |
| JHA, JHI,<br>JOF, JAB       | Hathersage Memorial Hall                     | 62         | Hathersage and Eyam  |       |                     | Team 1 |
| KBR                         | Bradwell Memorial Hall                       | 63         | Bradwell             | 1     |                     | Team 3 |
| KFO                         | Foolow - Burdekin Hall                       | 64         | Bradwell             |       | Parish Meeting      | Team 3 |
| KGH,<br>KGR,<br>KHA, KLH    | Great Hucklow - Nightingale Centre           | 65         | Bradwell             |       |                     | Team 3 |
| NGL,<br>NHA,<br>NMH,<br>NRO | Great Longstone Village Hall                 | 66         | Litton and Longstone | 1     |                     | Team 3 |
| NLC                         | Cressbrook Social Club                       | 67         | Litton and Longstone |       |                     | Team 3 |
| NLL,<br>NLM                 | Litton Village Hall                          | 68         | Litton and Longstone |       |                     | Team 3 |
| NWA                         | Wardlow Village Hall                         | 69         | Litton and Longstone |       | Parish Meeting      | Team 3 |
| LHU,<br>LHW, LBI            | Hulland and District Millennium Village Hall | 70         | Hulland              |       | Parish Meeting      | Team 3 |
| LKI, LCA                    | Kirk Ireton Village Hall                     | 71         | Hulland              |       |                     | Team 3 |
| MAT                         | Atlow Village Hall                           | 72         | Carsington Water     |       | Parish Meeting      | Team 1 |
| MBA,<br>MBD                 | Bradbourne Church Hall                       | 73         | Carsington Water     |       |                     | Team 1 |
| MBS,<br>MAL                 | Brassington Village Hall                     | 74         | Carsington Water     |       |                     | Team 1 |
| MCA,<br>MHP,<br>MIB         | Carsington and Hopton Primary School         | 75         | Carsington Water     |       |                     | Team 1 |



| Area Code   | Polling Station                            | Station No | Ward                 | Seats | Parish if Contested                               | Team   |
|-------------|--|------------|----------------------|-------|---|--------|
| MHG         | Hognaston Village Hall                     | 76         | Carsington Water     |       |   | Team 1 |
| MKN         | Kniveton Village Hall                      | 77         | Carsington Water     |       |   | Team 1 |
| RBO         | Bonsall Village Hall                       | 78         | Masson               | 2     |   | Team 3 |
| RCR         | Cromford Institute                         | 79         | Masson               |       |   | Team 3 |
| RMB         | Matlock Bath - Pavilion Pump Room          | 80         | Masson               |       |   | Team 3 |
| ZMI         | Middleton Village Hall                     | 81         | Wirksworth           | 3     |   | Team 2 |
| ZWB         | Bolehill Men's Institute                   | 82         | Wirksworth           |       | Wirksworth - Bolehill Ward                        | Team 2 |
| ZWT         | Wirksworth Memorial Hall                   | 83         | Wirksworth           |       |   | Team 2 |
| ZWT         | Wirksworth Memorial Hall                   | 84         | Wirksworth           |       |   | Team 2 |
| PMC         | Matlock - Highfields School Wheeldon Hall  | 85         | Matlock - St Giles   | 3     | Matlock TC - Chesterfield Road East Ward          | Team 3 |
| PMG         | Matlock Green Scout and Guide Headquarters | 86         | Matlock - St Giles   |       |   | Team 3 |
| PMH         | Matlock - Hurst Farm Community Centre      | 87         | Matlock - St Giles   |       |   | Team 3 |
| PMS         | Matlock - Starkholmes Village Hall         | 88         | Matlock - St Giles   |       |   | Team 3 |
| PTA,<br>PMR | Tansley Village Hall                       | 89         | Matlock - St Giles   |       |   | Team 3 |
| QMA         | Matlock - All Saints Church Hall           | 90         | Matlock - All Saints |       | Matlock TC - Smedley Street                       | Team 1 |
| QMB         | Matlock - Imperial Rooms                   | 91         | Matlock - All Saints |       | Matlock TC - Matlock Bank and Sheriff Fields Ward | Team 1 |
| QMC         | Matlock - Highfields School Wheeldon Hall  | 92         | Matlock - All Saints | 3     | Matlock TC - North of Jackson Road Ward           | Team 1 |