

COUNTS - KEY POINTS REMINDER

BEFORE POLLING DAY

- INSPECT POLLING STATION - DECIDE ON LAYOUT - DO SUPPLEMENTAL INSTRUCTIONS (EXCEPT MARTOCK/ILMINSTER/PARRETT/TURN HILL/ILCHESTER) - CHECK AVAILABILITY OF CHAIRS/TABLES.
- PICK UP YOUR BOX AND DOCUMENTATION NO LATER THAN 4 P.M. ON WEDNESDAY 3RD MAY - CHECK CONTENTS.
- ARRANGE WHERE APPROPRIATE A BRIEFING WITH YOUR TOP TEAM.
- SORT OUT WHO DOES WHAT ON MULTIPLE VACANCY COUNTS PARTICULARLY ADDING UP - STAFF LISTS AVAILABLE FROM BEVERLEY DEAN.
- ORGANISE ADDING MACHINES, CALCULATORS, TRAYS AND SCISSORS IF YOU NEED THESE.

AT THE COUNT

- CONTROL ADMISSION
- KEEP THE BOXES/PARCELS IN ORDER
- STACK EMPTY BOXES OUT OF THE WAY - LIDS OPEN/BOXES ON SIDES
- DON'T FORGET TO ADD IN THE POSTALS
- GIVE YOURSELF PLENTY OF ROOM IF YOU HAVE LARGE MULTIPLE VACANCY COUNTS
- GET A PRODUCTION LINE GOING ON YOUR MULTIPLE VACANCY COUNTS
- REACH A PROVISIONAL RESULT - DON'T GET PRESSURISED BY CANDIDATES AND AGENTS - GIVE YOURSELF SPACE
- RECOUNT IF NECESSARY
- FORM FILL AND THEN DECLARE
- IF YOU HAVE FOLLOWING COUNTS GET THE NEXT ONE STARTED WHILST THE PAPERWORK IS BEING COMPLETED
- MAKE SURE EVERYTHING COMES BACK TO BRYMPTON WAY