COUNTS - KEY POINTS REMINDER

BEFORE POLLING DAY

• INSPECT POLLING STATION - DECIDE ON LAYOUT - DO SUPPLEMENTAL INSTRUCTIONS (EXCEPT MARTOCK/ILMINSTER/PARRET/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