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