



**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

Sam Mitchell  
Lavendar Cottage  
Mills Lane  
Wroxton  
OX15 6PY

**Electoral Services Team on behalf of**  
(Acting) Returning Officer

Direct Dial: 01295 221534  
Email: [elections@cherwell-dc.gov.uk](mailto:elections@cherwell-dc.gov.uk)

10 November 2023

Dear Sam Mitchell

**General Election - Thursday 4 July 2024**

Further to our telephone conversation, I am writing to confirm the booking of

**Wroxton Village Hall,  
Stratford Road  
Wroxton  
Banbury  
Oxon  
OX15 6QS**

as a polling station for the General Election on Thursday 4 July 2024

The hours of poll are 7am until 10pm. Access will be required from 6.15am until 10.15pm. The Presiding Officer on duty on polling day will contact the key holder before 4 July to make arrangements regarding the opening and closing of the premises.

Arrangements for the delivery of polling equipment prior to Election day will not be necessary as this will be transported on the day by the Presiding Officer.

We confirm our responsibilities as follows:

- We will ensure that all polling station staff are trained and have relevant information, guidance and equipment necessary to operate the polling station in a safe and secure way.
- We will dispose of and take with us all rubbish created during the hire.
- We will ensure that any equipment we use at the venue is cleaned and put away.

Please complete (either edit the document or print, complete and scan), sign (electronic signature is acceptable) and return via email to [elections@cherwell-dc.gov.uk](mailto:elections@cherwell-dc.gov.uk) or by post to:

Electoral Officer, PO Box 720, Bodicote, Banbury, OX16 6LR.

By returning the form, you confirm your responsibilities as follows:

- The venue will be available as agreed in our booking letter
- You will notify us of any venue or keyholder changes as soon as possible
- The venue will comply with all health and safety requirements

### **Polling Station Facilities**

We have included on Form A under “Polling Station Notes” the information we hold on file regarding facilities and accessibility. There is a separate box for you to advise us of any “Alterations and Adaptations to the Premises”. The box “Voter ID” asks you to confirm if there is an area in the polling station that can be used as a private area where, if required, a voter can show their photo ID in private. Please do update/complete these sections.

### **Payment for Hire**

Payment will be made within four weeks after polling day, 4 July 2024, using the information you provide on the Polling Station booking details Form A and Bank details Form B (we are currently processing payments for 2 May elections).

It is important that you check/update the details clearly. We are aware that venues may increase charges each financial year so please do ensure that the hire charge on the form reflects the hire charge that will be in place for use of the venue on 4 July 2024. Please note that only premises that are VAT registered need to submit an invoice.

You must return both Form A and Form B as payment cannot be made without a signed booking form as this serves as proof of hire. We require both forms to be completed for each election we hire your venue.

Please contact the Democratic and Elections Team immediately on 01295 221534 or via email [elections@cherwell-dc.gov.uk](mailto:elections@cherwell-dc.gov.uk) if you have any queries regarding this booking.

Yours sincerely

Electoral Services Team

### **Attachments**

- Form A – Polling Station Booking Details
- Form B – Polling Station Payment Details
- Privacy Notice

Polling Station Booking Details - Please amend details where necessary. General Election – Thursday 4 July 2024		FORM A
<b>1. Polling Station Address</b>  Wroxton Village Hall Stratford Road Wroxton Banbury Oxon OX15 6QS  <b>Note:</b> We will use this address for the poll cards. If the address needs to be changed, please let us know immediately via elections@cherwell-dc.gov.uk  <b>Tel:</b> 01295 730065  <b>Email:</b>	<b>2. Booking Agent:</b>  Sam Mitchell Lavendar Cottage Mills Lane Wroxton OX15 6PY  <b>Booking Agent Details:</b>  <b>Tel:</b> 01295 730065  <b>Email:</b> mitchells@btinternet.com	
<b>3. Key Holder 1:</b> Sam Mitchell Lavendar Cottage Mills Lane Wroxton OX15 6PY  <b>Tel:</b> 01295 730065 <b>Email:</b> mitchells@btinternet.com  <b>Note:</b> The Presiding Officer will contact Keyholder 1 or 2 in the week leading up to polling day to arrange access.	<b>4. Account Payee:</b> Sam Mitchell Lavendar Cottage Mills Lane Wroxton OX15 6PY  <b>Payee:</b> Sam Mitchell  <b>Please ensure you enter the 4 July 2024 Hire Charge here: £</b> _____  <b>Note:</b> Please ensure the hire charge reflects all costs for 4 July 2024.	
<b>5. Key Holder 2:</b>  Steve Prole Corner Cottage Mills Lane Wroxton OX15 6PY  <b>Tel:</b> 01295 738991 <b>Email:</b> mitchells@btinternet.com	<b>Voter ID –</b> Is there a suitable private space (i.e. separate kitchen, hallway, curtained staging area) that could be used for electors to show their photo ID?  <b>Yes / No</b>  (Please note, we will provide our staff with portable privacy screens if there is not a suitable area)	
<b>Polling Station Notes:</b>		
<b>Alterations &amp; Adaptations to Premises:</b> <i>(Please detail any changes made to the property since the last election)</i>		
<b>I confirm that the Polling Station has been booked:</b>  <b>Signed:</b> _____ <b>Dated:</b> _____		

**Creditor Ref:**

**Form B**

- **Wroxton Village Hall  
Stratford Road  
Wroxton  
Banbury**

**Please tick one of the boxes below to indicate if the venue to be hired is part of a VAT registered business.**

1. This Venue is VAT registered and the VAT number is.....	
2. No this venue is not VAT registered	

**Those businesses registered for VAT are required to issue the council an appropriate VAT invoice. For those who are not VAT registered, this form will be the basis of payment.**

**Payment will be made by BACS after the election. To ensure prompt payment please complete the following details.**

<b>Bank / Building Society Account Details</b>	
<b>Bank/ Building Society</b>	
<b>Branch</b>	
<b>Sort Code</b>	
<b>Account Number</b>	
<b>Name on Account</b>	
<b>Account Type</b>	
<b>Building Society Roll No:</b>	
<b>Effective Date</b>	

<b>Authorisation</b>	
<b>I hereby authorise the payment by BACs to the above account</b>	
<b>Signature</b>	
<b>Print</b>	
<b>Date</b>	

<b>FOR PAYROLL USE ONLY</b>	
<b>Pay Number</b>	
<b>Input By</b>	
<b>Date</b>	

## Privacy Notice – Polling Station Contacts

**Legal Obligation:** Under the Representation of the People Act 1983 each Local Authority must by law appoint a "Returning Officer". This is a personal appointment with its own statutory functions, separate to Cherwell District Council.

The Returning Officer has a statutory duty to process certain personal data for the purpose of administering election and referenda; and as such, is subject to the requirements of data protection regulations as a "data controller". Yvonne Rees the Returning Officer for Cherwell District Council and is the registered Data Controller with the Information Commissioners Office (ICO).

For many of the Returning Officer functions, the Council's Election Office will not be processing personal data on behalf of the Council; it will instead be processing personal data on behalf of one or more of the following statutory office holders:

- the Registration Officer appointed by the Council under Section 8 of the Representation of the People Act 1983;
- the Returning Officer appointed for the purposes of local authority elections by the Council under section 41 of the Representation of the People Act 1983;
- the Counting Officer responsible for the administration, within the Council's local authority area, of any local, regional or national referendum;
- any other statutory office holder whose duties relate to administering elections or referenda and whose office is held by virtue of holding one or more of the offices described above or is otherwise required by law to be held by an officer of the Council.

### What information do we need?

Your personal data is used under the following legal basis: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (i.e. the Returning Officer).

### The personal data required includes:

- Booking and correspondence name and address
- Booking and correspondence contact details – phone number(s), email address
- Booking and correspondence BACS details for payment
- Key-holder name and home address
- Key-holder contact details – phone number(s), email address

This information may be provided to us by the polling station caretaker, facilities management, committee/board member or owner rather than from the data subject (i.e. you) directly.

### Why we need this information?

As a contact for a polling place your personal data is required for the following purposes:

- Facilitating correspondence with your venue regarding designation, bookings, invoices and payment.
- Generating a contact list of polling places in the Cherwell district for the use of presiding officers assigned to the polling place, polling place inspectors, election staff and for security purposes our Single Point of Contact (SPOC) officer at Thames Valley Police

### What we will do with your information?

Your information will be shared with the following recipients or categories of recipient: Returning Officer; Council's Election Office; Facilities Management Team; Presiding Officers; Polling Station Inspectors; Our SPOC at Thames Valley Police

The Cherwell District Council Returning Officer is required by law to protect the public funds it administers. It may share information provided to them with other public bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

### How long will we keep your information?

We will keep your information for the length of time specified in the Election Legislation if it is no longer required for the lawful purposes for which it was obtained, after which it will be destroyed under secure arrangements.

### Your Rights

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to complain about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can submit a formal complaint to the Information Commissioners Office (ICO).

The contact details of the data controller are: Returning Officer, Cherwell District Council, Bodicote House, Bodicote, Banbury, OX15 4AA. Email: [election.staffing@cherwell-dc.gov.uk](mailto:election.staffing@cherwell-dc.gov.uk)

All information you provide is held in accordance with the Data Protection Act.