

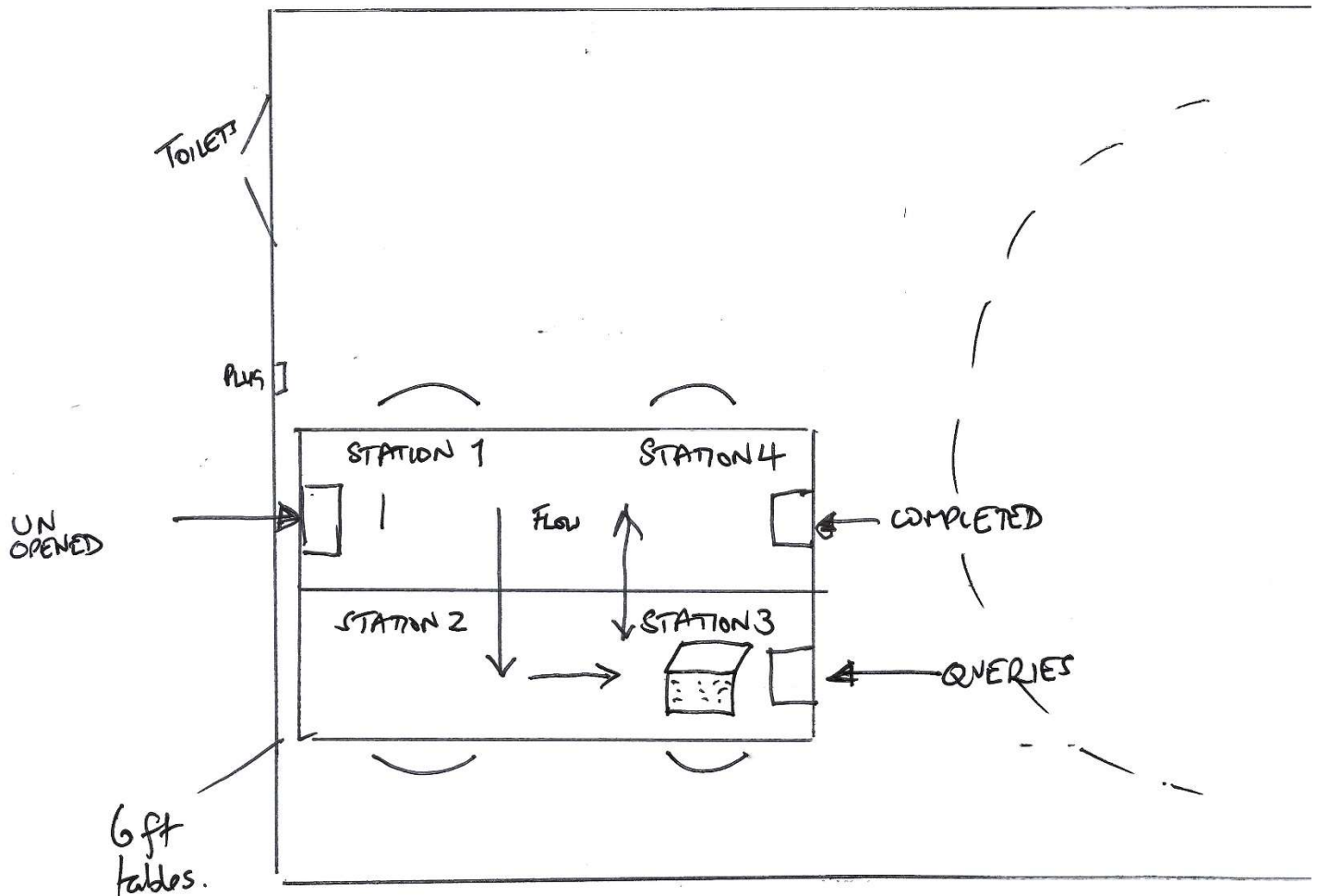
# Community Consultation – Future of HOOE VILLAGE HALL

## 5.15 Counting Procedure (updated to reflect approved amendments & results)

This document details the administrative steps to complete and check the counting and issuing of results of the Village Hall Consultation.

### LAYOUT (see diagram below)

Layout with 4 stations – each manned by one councillor - to allow good flow of more than one document at a time without compromising privacy and allowing sufficient double-checking.



### BEFORE COUNT

Unopened envelopes were counted by the Clerk as 127. This agreed with the final total processed.

**Recommend:** After a small number of forms are processed, say 10, perform double-check of manual verses Excel totals as detailed in Final Stage just to ensure integrity before too many are processed.

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## INITIAL COUNT PROCESS

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### **STATION 1: (Has all unopened envelopes; Letter opener, Green & Yellow pens)**

Action: Open envelope and check three-digit serial number and postcode against manual list.

Decision: If YES, highlight serial number GREEN, if NO, highlight YELLOW.

Outcome: Pass ALL to STATION 2

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### **STATION 2: (Receives all forms from Station 1, has Green and Yellow pens)**

Action: Check each vote entry line (5 in total) for legible FIRST name, legible SURNAME and unambiguous single vote.

Decision: If an entry is acceptable, highlight GREEN, if not YELLOW

Outcome: Pass ALL to STATION 3

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### **STATION 3: (Receives all forms from Station 2, has Excel on laptop and tray)**

Action: Double check serial number & postcode verses Excel and double check vote entries assessments

Decision: If form is all GREEN, initial LHS and complete vote COUNT TOTALS on bottom of form. Enter into Excel and pass to STATION 4.

If form contains any YELLOW, put in QUERY tray unprocessed

Outcome: Pass all GREEN forms to STATION 4, others into QUERY tray

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### **STATION 4: (Receives all GREEN forms from Station 3, has manual copy of Excel sheet and tray)**

Action: Double check vote COUNT TOTALS at bottom of form and record

Decision: If correct, initial RHS and transpose vote totals onto manual excel sheet.  
If incorrect, return to STATION 3 for re-check.

Outcome: All processed forms end up in COMPLETED tray.

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## AFTER INITIAL COUNT PROCESS – HANDLE QUERIES

Action: Each queried form will be summarised by Clerk (not seen by councillors) and a vote taken by all councillors.

Decision: Majority decision to accept or reject taken, pass to STATION 3 to process

Outcome: All forms end up in COMPLETED tray.

## FINAL STAGE

**Recommend:** First part of this is performed after processing a small number of forms to ensure integrity.

### **STATION 4 assisted by STATION 1 (Using manual record sheets)**

Action: Perform page 1-6 totals and amalgamate totals together on page 7. Compare to STATION 3 Excel totals.

Decision: If they agree, No re-count necessary.  
If they disagree, identify page issues / form issues to resolve.

Outcome: Complete and initial final pages 7 and 8 and enter figures on Chairman's announcement statement for approval.

Clerk: All forms are collected up and sealed in bag with manual count sheets - only 2 final result pages are retained, handed to Chairman for announcement then passed to Clerk for retaining.

# Community Consultation – Future of HOOE VILLAGE HALL

## CHAIRMAN STARTING ADDRESS TO PUBLIC

Thank you for attending tonight's meeting, it's clearly an important moment in the village's history to finally know what the community want the future of this village hall to be.

To be clear, this is an administrative meeting to count the votes, there will be no public questions before or after as this is likely to be a long meeting. Once we agree the process for counting, votes will be carefully counted, double checked and scrutinised so you can be assured of the integrity of the result.

You are welcome to watch from a distance but we must maintain confidentiality of each voting form to remain with members of the council. That could take us over the Standing Order limit of 2 hours so we'll have to first take a motion to extend the meeting beyond the maximum 2 hours normally permitted.

Once we know the time we are about to start counting, I will propose an earliest time that the announcement will not be made before, so if you wish to leave and return for that time you won't miss the result. If not make yourselves comfortable I believe tea and cake has been provided ...

1. **Motion** to request to suspend **Standing Order 3X** to permit the council meeting to continue the meeting longer than two hours.

Talk and demonstrate procedure to approve – initial procedure, test, adjustments – intention to share with agenda but was not ready in time.

2. **Motion** to agree to accept the proposed procedure for the counting of the votes as written.

We have a total of 127 envelopes, 8 arrived after the 30<sup>th</sup> April possibly due to postal service not delivering daily.

3. **Motion** to agree to accept the eight envelopes received after the 30<sup>th</sup> April 2024

One envelope is not in the official post-paid return envelope but Clerk has confirmed with the resident the content of that envelope by email is a response form.

4. **Motion** to agree to accept the one plain envelope

Explain what the last two motions will be later. Propose that the result will not be announced before 8:45pm at the earliest if anyone would like to leave and return.

Count commences up to and including final stage then complete figures missing from Chairman's announcement and circulate to all councillors to read

# Community Consultation – Future of HOOE VILLAGE HALL

## CHAIRMAN RESULT ANNOUNCEMENT STATEMENT TO PUBLIC

Thank you all for waiting patiently. I now have the results of the Community Consultation carried out from 8<sup>th</sup> - 30<sup>th</sup> April 2024.

The total number of envelopes mailed out to properties in the 29 postcodes that cover Hooe Parish was 206. We received back **127** (a **62%** return rate).

The total number of registered voters on the Hooe Parish electoral role is 370 so I will give the turnout figure based on this total. Total number of individual votes accepted by us on correctly completed forms was **266**, this is a **72%** turnout. We had to reject **3** votes on the grounds of **no names supplied**, this represents **1.1%** of the electorate.

There were two options on the response form: KEEP & RENOVATE or CLOSE and SELL. The total accepted votes for KEEP and RENOVATE was **205 (77%)** and the total accepted votes for CLOSE and SELL was **61 (23%)**.

I can tell you on behalf of all councillors, that we are delighted with the turnout and has proved us right that we did need to ask the community for their preference and the community has indeed responded.

It would not appropriate for the council or councillors to make any comment at this stage as to our interpretation of the result, as we have already announced two further opportunities for the public to tell us what their interpretation is at the forthcoming Annual Parish Meeting on Wed 29<sup>th</sup> May at 7:15pm and at the next Village Hall Committee scheduled for Wed 19<sup>th</sup> June at 7pm if you wish to attend.

The council received a number of emails during the consultation and you will be able to find the full detail of these (anonymised of course) and our responses on the Village Hall Project part of the website, document 5.14 together with this result declaration (5.16) and a copy of this announcement (5.15). I encourage you to familiarise yourself with all that information.

=====**End of statement**=====

5. **Motion** to accept the results as counted
6. **Motion** to approve Chairman's announcement

Announcement made at 8:59pm  
Meeting closed at 9pm