



<b>Title of Report:</b>	<b>Correspondence</b>
<b>Committee Report Submitted To:</b>	<b>Council Meeting</b>
<b>Date of Meeting:</b>	<b>6 June 2023</b>
<b>For Decision or For Information</b>	<b>FOR DECISION</b>

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Cohesive Leadership
Outcome	Council operates as one effective and efficient corporate unit with a common purpose and culture
Lead Officer	Director of Corporate Services

<b>Budgetary Considerations</b>	
Cost of Proposal	£290,944.85
Included in Current Year Estimates	Yes
Capital/Revenue	N/A
Code	Election costs 3107
Staffing Costs	N/A

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of Report**

The purpose of the report is to present correspondence for Members' consideration.

**2.0** The following correspondence has been received:

### **2.1 Elections Invoice from Electoral Office for Northern Ireland, correspondence dated 30 May 2023** (Invoice attached)

Interim invoice in respect of expenses incurred or to be incurred by the Electoral Office for the Local Council Elections held on 18 May 2023.

- Polling Staff Payroll
- Postage of Poll Cards – Main run

**Total due £131,457**

### **2.2 Elections Invoice from Royal Mail, correspondence dated 29 May 2023** (Invoice attached)

- Election - Streetsort
- General Election Postings

**Total due £159,487.85 (inc VAT)**

**3.0 It is recommended** that Council consider the correspondence.



# ELECTORAL OFFICE FOR NORTHERN IRELAND

CORPORATE SERVICES  
3rd Floor, St Anne's House,  
15 Church Street  
BELFAST  
BT1 1ER

# INVOICE

**INVOICE NO: 706**  
**DATE: 30 May 2023**

Tel: 028 9044 6688  
Fax: 028 9023 5612

To: Causeway Coast and Glens  
Borough Council  
Cloonavin  
66 Portstewart Road  
Coleraine  
BT52 1EY

**Deliver Address: Electoral Office for N Ireland**  
3rd Floor St Anne's House  
15 Church Street  
Belfast  
BT1 1ER

QUANTITY	DESCRIPTION	UNIT PRICE £	AMOUNT £
	Interim invoice in respect of expenses incurred or to be incurred by the Electoral Office for the Local Council Elections held on 18 May 2023.		
	Polling Staff Payroll		80,053
	Postage of Poll Cards – Main run		51,404
	Please note payment is required by Monday 12 June 2023 to the Following bank account – The Electoral Office for Northern Ireland		
	Sort Code [REDACTED] Account Number [REDACTED]		
		SUBTOTAL	131,457
		HANDLING	
		<b>TOTAL DUE</b>	<b>131,457</b>

BACS payments to Electoral Office for Northern Ireland – sort code [REDACTED] a/c number [REDACTED]  
Cheque payments to: Electoral Office for Northern Ireland

If you have any questions concerning this invoice, call: [REDACTED] on 028 9044 [REDACTED] or email at [REDACTED]@eoni.org.uk

**THANK YOU.**



Royal Mail is a trading name of Royal Mail Group Ltd.  
Registered in England and Wales.  
Registered number 4138203. Registered office  
185 Farringdon Road, London, EC1A 1AA.  
VAT registration number GB 243 1700 02

# Invoice

Invoice number

**9067625101**

Invoice date

**29 May 2023**

Page

**1 of 1**

Causeway Coast & Glens Borough Cncl  
66 Portstewart Road  
COLERAINE  
BT52 1EY

Account held at  
Causeway Coast & Glens Borough Cncl  
66 Portstewart Road  
COLERAINE  
BT52 1EY

Terms  
**30 days**

Customer account number

**0357874032**

Legal entity number

**1000185944**

Please pay by  
**28 Jun 2023**

VAT Changes: royalmail.com/vat

Docket no.	Posting date	Sender's ref.	Format	Service	Weight (kg)	Unit Cost ( £ )	Net value	VAT Code
J52775210	18 May 2023	NORTHERNIRELA		Election - Streetsort			127,394.54	T
	BT52 1EY	243084		349,985 NI LOCAL GOVERNMENT - MAY 2023				
J52775211	18 May 2023	NORTHERNIRELA		GENERAL ELECTION POSTINGS			5,512.00	T
	BT52 1EY	243084X0		0 NI LOCAL GOVERNMENT - MAY 2023				
Total Net							<b>132,906.54</b>	
Total VAT							Net	<b>VAT</b>
T = Std Rated 20%							132,906.54	<b>26,581.31</b>
<b>Total</b>							<b>159,487.85</b>	<b>GBP</b>

## Payment advice

For Royal Mail use only

Office code

Bank code

Rec'd By

Input By

Payment address

ROYAL MAIL GROUP LTD  
PAYMENT PROCESSING CENTRE  
ROWLAND HILL HOUSE  
BOYTHORPE ROAD  
CHESTERFIELD  
S49 1HQ

### Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

### Paying by cheque?

Cheques should be crossed 'a/c payee' and made payable to **Royal Mail Group Ltd**. Fill in the boxes to the right, then tear off and return this payment advice with your cheque, quoting your account number and invoice number on the reverse of the cheque. If you supply your own payment advice instead, it must include the information listed to the right.

Total amount due  
**£159,487.85**

Customer name

Causeway Coast & Glens  
Borough Cncl

Customer account number

0357874032

Your cheque number

Amount tendered

Invoice number

9067625101

### Invoice Enquiries

If you have any enquiries or question about your invoice or credit note, please contact us at:



[www.royalmail.com/invoicehelp](http://www.royalmail.com/invoicehelp)



Credit Management Centre  
Royal Mail House  
Stone Hill Road  
Farnworth  
BOLTON  
BL4 9XX



03457 950 950 (8am - 6pm)

### Services / Products Enquiries

If you want to talk to us about any of our services or products, please select the correct option at:



03457 950 950 (8am - 6pm)



0345 600 0606 Textphone

### Important Update for Small Businesses

The Small Business Diversion service launched 1st September 2020. **Businesses with fewer than 50 employees are eligible for the reduced Small Business Diversion rate.**

If you are an existing Diversion customer and you are eligible for the Small Business Diversion rate please visit [www.royalmail.com/smallbusinessdiversion](http://www.royalmail.com/smallbusinessdiversion) to switch to this service. Once we confirm your eligibility we will reissue this invoice at the reduced Small Business Diversion rate. You will receive this invoice by post.

### To change your account details

To notify us to change your address please contact us at:



[www.royalmail.com/invoicehelp](http://www.royalmail.com/invoicehelp)

or send us a letter which must include your customer account number(s) and a contact name with the old and new addresses to:



Credit Management Centre  
Royal Mail House  
Stone Hill Road  
Farnworth  
BOLTON  
BL4 9XX

### To close your account

Please contact us at:



[www.royalmail.com/invoicehelp](http://www.royalmail.com/invoicehelp)

or send us a completed 'cancellation of service form', which you may have received with a reminder to:



Credit Management Centre  
Royal Mail House  
Stone Hill Road  
Farnworth  
BOLTON  
BL4 9XX

### To change your Company Name

Please obtain a form which can be located at:



[www.royalmail.com/invoicehelp](http://www.royalmail.com/invoicehelp)

please email the completed form to [credit.referencing@royalmail.com](mailto:credit.referencing@royalmail.com) for Company Name changes only

### Payment Options

We accept payment by Direct Debit, credit / debit card, BACS or cheques by post. All payments must be accompanied by a remittance quoting the total payment being made, your Royal Mail account number (s) and all the invoice and credit note numbers being paid.

Remittances should be emailed to:



[bacsadvice@royalmail.com](mailto:bacsadvice@royalmail.com)

#### Debit Debit

Direct Debit is the simplest and most convenient way to pay your invoices. Simply complete a direct debit mandate with us at this address:



[www.royalmail.com/invoicehelp](http://www.royalmail.com/invoicehelp)

and we'll do the rest

#### Credit/Debit Cards

If you wish to pay your invoices by card, Please visit:



[www.royalmail.com/oip](http://www.royalmail.com/oip)

Alternatively contact our 24 hour helpline:



03457 950 950

#### Cheque

Only a/c payee cheque can be accepted. Cheques should be made payable to Royal Mail Group Ltd and sent to:

Payment Processing Centre  
Royal Mail Group Ltd  
Rowland Hill House  
Boythorpe Road  
CHESTERFIELD  
S49 1HQ

#### CHAPS or BACS Transfer

You can arrange an electronic bank transfer to our bank account using the following Royal Mail bank details:

Account name: Royal Mail Group Ltd  
Account number: 16393201  
Sort code: 60-40-09  
SWIFT code: NWBKGB2112Z  
IBAN code: GB70 NWBK 604009  
16393201

Bank name and address:

NATWEST  
6 Market Place  
CHESTERFIELD  
S40 1TJ