Resident Ballot Process – Barwick in Elmet & Scholes

Data Collection & processing

1) Residents are asked to apply for an allocation via an online form. This is open to residents for approx. 8 weeks typically from early March to early May.

2) Residents can apply as either single entries or as groups, maximum group size if 5. All applicants must be resident within the parish.

This then generates a global spreadsheet as below:

Ref	Qty	forename	surname	forename 2	surname 2	forename 3	surname 3	forename 4	surname 4
1	1	James	Bond						
2	3	Kermit	Frog	Miss	Piggy	Fozzy	Bear		
3	1	Jack	Reacher						
4	4	Dennis	Watts	Angela	Watts	Sharon	Watts	Michelle	Fowler

The spreadsheet itself is more complex including addresses / contact details etc. Only the vice chair and secretary have access to this data. It is also processed and checked for applicant validity before the ballot process begins.

The Ballot

In attendance are Vice Chair (adjudicator), Secretary (random number generation), treasurer (data logging), plus one further existing committee member representing the parish council.

1. A random number is generated in accordance with the data column (in the sample above 1-4). For example, number 3 is 'pulled out' then ONE ticket is allocated to Mr Jack Reacher.

2. The process continues so for example if number 4 is then drawn then FOUR tickets are allocated to Dennis Watts and this group.

3. The process continues until the allocation is completed.

Further Ballots

Once emails are sent to 'winners' and 'losers' a process begins whereby payments are made and, in several cases, allocations are returned for various reasons. If a payment is not received by the deadline originally set, then their allocation is withdrawn.

The committee then refer to the original ballot and run the above process until allocations are full again.

It is not unusual to have a third and fourth ballot.