



# **Epping Forest District Council**

## ***PARISH REMUNERATION PANEL Wednesday, 25th January, 2012***

**Place:** Group Room, Room 1.19, First Floor, Civic Offices, High Street, Epping

**Time:** 6.30 pm or at the rising of the Member Remuneration Panel

**Democratic Services Officer** Graham Lunnun, The Office of the Chief Executive  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk) Tel: 01992 564244

**Members:**

D Jackman, Ms R Kelly and S A Lye

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**1. CHAIRMAN**

To elect a Chairman for the meeting.

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on the agenda.

**4. NOTES OF LAST MEETING (Pages 3 - 4)**

Attached for consideration.

**5. REMUNERATION SCHEMES**

**Recommendations:**

**(1) To note a response from Ongar Town Council in respect of its remuneration scheme for 2012/13; and**

**(2) To agree a Parish Basic of £226.21 per annum for all members of the Ongar Town Council.**

1. (Assistant to the Chief Executive) A letter was sent to all Parish and Town Councils inviting proposals for consideration by the Panel in respect of their remuneration schemes. Only one proposal emerged from Ongar Town Council.
2. In 2008 the Panel agreed a proposal of Ongar Town Council to pay each member a basic allowance at a rate of £300 per annum. However, subsequently the Town Council decided not to make these payments.
3. The Town Council now wishes to reintroduce a basic allowance and is seeking approval to an amount of £226.21 per member per annum.
4. The Panel has given guidance to Parish and Town Councils that the percentage of the District Council's budget allocated to member remuneration should be applied as a maximum for spending on their schemes and that no individual payment should exceed the rate for a District Councillor. In 2011/12 the figure for the District Council was 3.547%. Parish/Town Councils are expected therefore not to make payments in excess of 3.547% of their budget.
5. The Ongar Town Council budget for 2011/12 was £221,778. Applying 3.547% to that sum = £7866. Dividing that figure by the number of Ongar Town councillors (15) results in a sum of £524 per member per annum.
6. As the Town Council's proposal is for a basic allowance well within the Panel's guidance it is recommended that the request be approved.
7. Ongar Town councillors may elect to forgo the allowance by giving written notice to the Clerk of the Town Council.

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Parish Remuneration Panel                      **Date:** Monday, 9 November 2009

**Place:** Group Room, Room 1.19, First Floor, Civic Offices, High Street, Epping                      **Time:** 6.45 - 6.50 pm

**Members Present:** D Jackman and S A Lye

**Other Councillors:**

**Apologies:**

**Officers Present:** I Willett (Assistant to the Chief Executive), G Lunnun (Assistant Director – Democratic Services)

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### 1. CHAIRMAN

#### RESOLVED:

That S Lye be elected Chairman of the meeting.

### 2. MINUTES OF THE LAST MEETING

#### RESOLVED:

That the minutes of the meeting held on 11 February 2008 be taken as read and signed by the Chairman as a correct record.

### 3. TERMS OF REFERENCE

Members noted that the Panel had been established to advise on the payment of allowances and expenses to Parish/Town Councillors.

### 4. REMUNERATION SCHEMES 2009/10

The Assistant to the Chief Executive reported that in November 2008 a letter had been sent to all Parish and Town Councils inviting proposals for consideration by the Panel in respect their Remuneration Schemes. Only one proposal had been received from Loughton Town Council which proposed to pay £105 per annum for 2009/10 as a Parish Basic Allowance for those Town Councillors wishing to claim.

The Assistant to the Chief Executive advised that the Panel had given guidance to Parish and Town Councils that payments of the Parish Basic Allowance should not exceed in total the percentage of the District Council's budget paid in allowances. Thus, Parish Councils had been asked to ensure that the percentage of their precepts did not exceed that of the District Council. In 2009/10 the figure for the District Council had been 3.53% compared with 0.38% for Loughton Town Council. Members were reminded that following consultation with them informal approval had been given to the proposals of the Loughton Town Council.

**RESOLVED:**

(1) That the responses from Parish and Town Councils in respect of their Remuneration Schemes for 2009/10 be noted; and

(2) That the action agreed informally by the Panel for a Parish Basic Allowance of £105 for all members of the Loughton Town Council be confirmed.

**5. MEMBERSHIP OF THE PANEL**

Members considered what further steps could be taken to fill the vacancy on the Panel.

The Assistant to the Chief Executive reported that a member of the Panel could not also be a member of any of the Parish/Town Councils in the District or a member of a Committee or Sub-Committee of any such Council. In addition a member of the Panel must not be disqualified from being or becoming a member of an authority.

**RESOLVED:**

That the officers arrange to place a public notice in appropriate media and that copies be sent to the Clerks of Town and Parish Councils in the District.

**6. DATE OF NEXT MEETING**

Members considered the need for another meeting.

**RESOLVED:**

That the officers consult with members of the Panel regarding the date for another meeting, if required.

**CHAIRMAN**