



Epping Forest District Council

PARISH REMUNERATION PANEL ***Thursday, 31st January, 2013***

You are invited to attend the next meeting of **Parish Remuneration Panel**, which will be held at:

on **Thursday, 31st January, 2013**
at **6.30 pm** or at the rising of the Member Remuneration Panel.

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Graham Lunnun, The Office of the Chief Executive
Email: democraticservices@eppingforestdc.gov.uk
Tel: 01992 562444

Members:

D Jackman, Ms R Kelly and S A Lye

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.

5. REMUNERATION SCHEMES

To consider proposals, if any, from Parish & Town Councils regarding the payment of allowances and expenses to their members.

The Panel may recall the guideline adopted is the percentage of the District Council's budget allocated to Member Remuneration (excluding connectivity and travelling) should be applied as a maximum for spending on Town/Parish schemes and no individual payment should exceed the rate for a District Councillor.

The percentage figure for 2012/13 was 3.392% (excluding electronic services and travelling).

The Clerk of the Epping Upland Parish Council has drawn attention to the Parish Council's Financial Regulations which provide for members to be reimbursed for any travel made outside of the parish when performing approved duties. The rates paid are the same as those paid in accordance with the National Association of Local Councils Car Allowance for Local Council Clerks casual users scale. This scale is the same as the rates paid under the District Council's approved scheme. The Clerk has advised that a sum of £100 is included in the Parish Council's budget and that no payments have been made in recent years.

Officers will report orally at the meeting on any approaches received after the preparation of the agenda.

6. DATE OF NEXT MEETING

To agree a date for another meeting, if required.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Parish Remuneration Panel **Date:** Wednesday, 25 January 2012

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

Members Present: D Jackman, Ms R Kelly and S A Lye

Other Councillors:

Apologies:

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

1. CHAIRMAN

RESOLVED:

That Ms R Kelly be elected Chairman for the meeting.

2. DECLARATIONS OF INTEREST

D Jackman reported a personal interest in agenda item 5 (Remuneration Schemes) by virtue of his mother being a member of the Ongar Town Council. He determined that his interest was prejudicial and that he would not take part in any discussion or decision in relation to that item.

3. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 9 November 2009 be taken as read and signed by the Chairman as a correct record.

4. REMUNERATION SCHEMES

The Panel was advised that a letter had been sent to all Parish and Town Councils inviting proposals for consideration by the Panel if they wished to review their Remuneration Schemes. The Panel noted that only one proposal had emerged from Ongar Town Council.

The Panel was advised that in 2008 it had agreed a proposal of Ongar Town Council to pay each member a basic allowance at the rate of £300 per annum. However, subsequently the Town Council had decided not to make these payments. The Panel was informed that the Town Council now wished to reintroduce a basic allowance and was seeking approval to an amount of £226.21 per member per annum.

The Panel considered the request in relation to the guidance which it had previously given 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 Parish/Town Schemes and that no individual payment should exceed the rate for a District Councillor. The Panel noted that in 2011/12 the figure for the District Council had been 3.547%. The Panel further noted that the Ongar Town Council budget for 2010/11 had been £221,778 and that applying 3.547% to that sum equalled £7,866. Dividing that figure by the number of Ongar Town Councillors (15) achieved a maximum of £524 per member per annum and the proposal of the Town Council was therefore well within the guidance. The Panel questioned why the Town Council wished to make such precise payments

RESOLVED:

That the proposal of Ongar Town Council be agreed subject to the amount being rounded up to £230 per annum per member.

5. DATE OF NEXT MEETING

RESOLVED:

That the next meeting be held on a date to be agreed.

CHAIRMAN