

## **EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES**

**Committee:** Parish Remuneration Panel                      **Date:** 27 February 2019

**Place:** Former Chief Executive's Office -    **Time:** 6.30 - 7.20 pm  
Civic Offices

**Members Present:** T Finn, D Jackman and S Lye

**Apologies:**

**Officers Present:** S Tautz (Democratic Services Manager)

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### **1. ELECTION OF CHAIRMAN**

The Democratic Services Manager reminded members that there was no appointed chairman of the Panel, as the appointment of a chairman was agreed at each meeting.

#### **RESOLVED:**

That D. Jackman be elected as Chairman of the Panel for the duration of the meeting.

### **2. DECLARATION OF INTERESTS**

No interests in any item on the agenda for the meeting were declared by members of the Panel, pursuant to the Council's Code of Member Conduct.

### **3. MINUTES OF PREVIOUS MEETING**

#### **RESOLVED:**

That the minutes of the meeting of the Panel held on 28 September 2016 be taken as read and signed by the Chairman as a correct record.

### **4. REMUNERATION SCHEME - CHIGWELL PARISH COUNCIL**

The Panel considered a proposal of Chigwell Parish Council for revision to its existing remuneration scheme.

The Democratic Services Manager reminded the Panel that, in March 2004, it had agreed a proposal of Chigwell Parish Council for the introduction of a remuneration scheme comprising a Parish Basic Allowance of £500.00 per annum for the Chairman of the Parish Council and a Parish Basic Allowance of £50.00 per annum for all other members of the Council. The Panel noted that Chigwell Parish Council had requested consideration of proposals for the payment of a parish basic allowance of £100.00 per annum to each member of the Parish Council and that its remuneration scheme also provided entitlement for members of the Parish Council to claim travel allowances in relation to official business of the Council.

The Panel interpreted the proposals of the Parish Council as also including provision for payment of Special Responsibility Allowances (SRA), in addition to the basic allowance, as follows:

- (a) an SRA of £300.00 per annum to be payable to the Chairman of the Parish Council;
- (b) an SRA of £100.00 per annum to be payable to the Vice-Chairman of the Parish Council;
- (c) an SRA of £50.00 per annum to be payable to the Chairmen of the seven Working Committees of the Parish Council.

In determining its approach to the level of parish basic allowance, the Panel examined the remuneration scheme for Epping Forest District Council, which currently provided an annual basic allowance of £4,300.00 for each member of the Council. Members were advised that the Local Authorities (Members' Allowances) (England) Regulations 2003 required the Panel to recommend that a parish basic allowance be set as a percentage of the District Council's figure, as well as a cash sum. The Panel considered that such percentage may be 100% and that this effectively set an upper limit on the parish basic allowance of £4,300.00 per parish member.

The Panel also considered the percentage of Epping Forest District Council's total expenditure on allowances, compared to its annual precept for Council Tax purposes. The Democratic Services Manager reported that the total estimated expenditure for 2019/20 in this regard was £367,970.00, which represented 4.46% of the total precept of £8,257,142.00 for the year. This approach provided the Panel with two parameters on which to advise parish and town councils and members considered that the precept percentage applied to allowances at District level should form the upper limit for parish allowances and that no parish or town council should provide a parish basic allowance that cost more than 4.46% of their total precept. The Panel emphasised that, alongside this guideline, parish and town councils must bear in mind that they were only able to provide the parish basic allowance up to 100% of the figure provided at district level (££4,300.00).

The Panel was satisfied that the proposals of Chigwell Parish Council for a revised parish basic allowance and SRA could be accommodated within this framework and that that parish allowances should not exceed the rates applied by Epping Forest District Council.

**RESOLVED:**

- (1) That the percentage of the District Council's expenditure on allowances as recommended by Panel compared to the total precept for 2019/20 (4.46%) be applied to the remuneration scheme for Chigwell Parish Council, on the basis that its total expenditure on parish basic allowance should not exceed that percentage of their precept for 2019/20;
- (2) That the parish basic allowance for the Parish Council should not exceed the figure set for the Epping Forest District Council, namely a sum per member of £4,300.00;
- (3) That the Parish Council set its own rates for mileage and subsistence, subject to those rates not exceeding the rates applied by Epping Forest District Council;
- (4) That the Parish Council be encouraged to use the model remuneration scheme prepared by the Panel, subject to modification as required; and
- (5) That, as part of the adoption of the model remuneration scheme, the Parish Council specify the duties to which mileage and subsistence expenses may be reimbursed.

**5. ANY OTHER BUSINESS**

The Democratic Services Manager reported that there were no additional items of business for consideration at the meeting

**6. DATE OF NEXT MEETING**

The Panel agreed that arrangements for future meetings be considered as and when required.

**CHAIRMAN**