



Epping Forest District Council

PARISH REMUNERATION PANEL **Wednesday, 30th September, 2015**

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

Committee Room 1, Civic Offices, High Street, Epping
on **Wednesday, 30th September, 2015**
at **6.30 pm** .

Glen Chipp
Chief Executive

Democratic Services
Officer

S. Tautz (Democratic Services Manager)
Email: democraticservices@eppingforestdc.gov.uk
Tel: (01992) 564243

Members:

Mr. D. Jackman, Ms. R. Kelly and Mr. S. A. Lye

1. CHAIRMAN

(Director of Governance) To elect a Chairman for the meeting of the Panel.

2. APOLOGIES FOR ABSENCE

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 6)

(Director of Governance) To confirm the minutes of the meeting of the Panel held on 6 January 2014.

4. PARISH REMUNERATION SCHEMES - ANNUAL REVIEW

(Director of Governance) As the Panel will be aware, the annual review of parish remuneration schemes has traditionally commenced in September each year, to ensure that new schemes or changes to existing schemes are considered by the time that the District Council and Parish/Town Council precepts are approved for the following financial year (usually February/March). Remuneration schemes for the town and parish councils run for four years and the following local councils currently have schemes in place:

Buckhurst Hill Parish Council
Chigwell Parish Council
Epping Town Council
Epping Upland Parish Council
Fyfield Parish Council

High Ongar Parish Council
Loughton Town Council
Ongar Town Council
Roydon Parish Council
Stapleford Abbots Parish Council
Theydon Bois Parish Council
Waltham Abbey Town Council

To commence the process for 2015/16, the Clerks of all parish and town councils have recently been reminded of the options for parish remuneration and requested to indicate whether their local council wishes to either introduce or amend an existing remuneration scheme. In the event of a local council wishing to introduce or amend a scheme, the Clerks have also been asked to submit details and the date from which such scheme is to be operative. Each parish and town council has been advised that if they wish to continue with their existing schemes for another year without alteration, they do not need to respond, but that they should take account of the fact that schemes have to be reviewed by the Panel after four years of operation.

At the time of the publication of this agenda, no proposals for the introduction or amendment of remuneration schemes had been submitted by local councils for consideration by the Panel. The Democratic Services Manager will report in connection with any proposals submitted for consideration by the Panel subsequent to the publication of the agenda.

5. PARISH REMUNERATION SCHEME - WALTHAM ABBEY TOWN COUNCIL

Recommendation:

That the Panel formally confirm its agreement of the proposal of Waltham Abbey Town Council to introduce a Remuneration Scheme from 1 April 2014.

(Director of Governance) As the Panel will be aware, a request was made by Waltham Abbey Town Council in April 2014 for the introduction of a Remuneration Scheme comprising:

- (a) a Mayor's Allowance of £3,000 per annum; and
- (b) the reimbursement of travel expenses and/or mileage incurred in the course of the council's business at a rate of 45p per mile.

As the Town Council's proposed remuneration scheme was within the Panel's guidelines, the request was approved by email by each member of the Panel, without a formal meeting being convened to consider the proposed scheme. In the circumstances, it is necessary to formally record the decision taken by members of the Panel by email in respect of the Waltham Abbey Town Council Scheme, to support the document already signed by each member confirming such decision.

6. DATE OF NEXT MEETING

To consider arrangements for future meetings of the Panel, if required.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Parish Remuneration Panel **Date:** Monday, 6 January 2014

Place: Committee Room 1, Civic Offices, High Street, Epping **Time:** 8.40 - 8.45 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))

6. CHAIRMAN

RESOLVED:

That Ms R Kelly be elected Chairman of the meeting.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made by members of the Panel in any item on the agenda.

8. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the last meeting held on 11 November 2013 be taken as read and signed by the Chairman as a correct record.

9. PARISH AND TOWN COUNCIL REMUNERATION SCHEMES

Officers reported that no proposals had been received from Parish and Town Councils for:

- (a) the introduction of a Remuneration Scheme where none was operating at present; or
- (b) changes to an existing Remuneration Scheme.

A reply had been received from Loughton Town Council advising that it did not wish to make any changes to its Remuneration Scheme at the present time with the parish Basic Allowance remaining at £108 for 2014/15.

The Assistant to the Chief Executive reported the thanks of the Buckhurst Hill Parish Council to the Panel for the approval of its proposed Scheme at the last meeting.

The Panel noted that a further meeting of the Panel would be arranged in the event of a parish or town council yet to respond to the invitation to submit proposals coming forward with a scheme or changes to an existing scheme.

CHAIRMAN