

EPPING TOWN COUNCIL – MEMBER'S ALLOWANCE AND EXPENSES
SCHEME

Epping Town Council, in exercise of the powers conferred by the Local authorities (Member's Allowances) (England) Regulations 2003 , hereby makes the following scheme:

Tues
20th
Jan
2004

1. Title, Commencement and Revision

This scheme may be cited as the Epping Town Council Member's Allowance and Expenses Scheme and shall have effect from the 17th February 2004.

- a. The scheme will remain effective until the first day of April next following the Council meeting on which Epping Town Council following prescribed consultation procedures passes a lawful resolution to adopt a new scheme.
- b. The schedule 1, Payments will remain effective (except for amendment as in 7 below) until the first day of April next following the Council meeting on which Epping Town Council following prescribed consultation procedures passes a lawful resolution to adopt a new scheme.
- c. The schedule 2 Approved Duties, will remain effective until the first day of April next following the Council meeting on which Epping Town Council following prescribed consultation procedures passes a lawful resolution to adopt a new scheme.

2. Definitions

In this scheme:

"Councillor" means a Member of the Epping Town Council who is a Councillor.

"Financial Year" means a continuous period starting with April first and ending on thirty first of March.

"Council" means Epping Town Council.

3. Special Responsibility Allowances

Under this scheme Councillors shall not be entitled to claim a special responsibility allowance. (an allowance is paid to the Town Mayor under the Local Government Act 1972, ss15(5) and 35(5). For reasons of operational clarity this allowance is also specified in schedule 1 to this scheme).

4. **Claims and Renunciation of Claims**

Allowances specified in this scheme are only paid after a claim form signed by the Councillor claiming an allowance is received and verified by the Town Clerk. Any Councillor may choose not to submit a claim for any or all allowances they are entitled to claim under this scheme.

5. **Part Year Entitlements**

The allowance paid to a Councillor who is elected to serve as Town Mayor for a 'Municipal Year' (a year starting on the day of the Annual Council Meeting in May and ending on the day of the next Annual Council Meeting) will be the allowance stated in the budget agreed by resolution for the 'Financial year' starting in the April preceding the start of the Municipal Year.

6. Where the term of office of a Councillor who is elected to serve as Town Mayor and who is entitled to a Town Mayor's Allowance begins or ends otherwise than at the beginning or end of a Municipal Year, the entitlement of that Councillor to an allowance shall be to the payment of such part of the allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that Municipal year.

7. **Co-opted Councillors**

If a vacancy occurs on the Council and arrangements are made for a person to fill that vacancy, the person filling the vacancy is entitled to claim allowances and expenses under this scheme.

8. **Travelling and Subsistence Expenses**

All councillors with the exception of the Town Mayor will be entitled to claim Travelling and Subsistence Expenses for approved duties. A scheme of expenses for Councillors is set from time to time by the Epping Forest District Council. Epping Town Council has resolved to apply the EFDC, subsistence and casual car allowances for the purposes of this scheme.

9. In all cases with the exception of travel by private car, payment may only be made on production of a signed request for payment accompanied by a receipt or travel ticket.

SCHEDULES

Schedule 1 - Payments

Town Mayor's Allowance (paid under the provisions of LGA 1972 ss15(5) and 35(5))
£1,369

Schedule 2 – Approved Duties

The following are specified as approved duties for the purpose of payment of travelling and subsistence expenses subject to the restrictions specified in each paragraph:

Attendance as Appointed Representative of the Council (representatives are appointed by resolution at a Council or Committee meeting) on any outside organisations which do not have trade or political objectives at a location outside the parish of Epping.

Where the Town Council has by prior resolution agreed that by reason of a Councillor's personal circumstances (taking into account such matters as the age, health or financial circumstances of a Councillor), that Councillor should receive special consideration; a meeting of the Town Council or its committees or working groups will become, by reason of the Council's decision, an approved duty for the Councillor granted special consideration.

Attendance at any meeting of an association of authorities of which Epping Town Council is a member but only If that meeting occurs outside the parish of Epping.

The carrying out of any other duty approved by the Council for the purpose of, or in connection with, the discharge of the functions of the Council or of any of its committees or sub-committees.