

# Committee Agenda



**Epping Forest  
District Council**

## ***Parish Remuneration Panel Wednesday, 27th February, 2019***

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

**Former Chief Executive's Office - Civic Offices**  
on **Wednesday, 27th February, 2019**  
at **6.30 pm** .

**Derek Macnab**  
**Acting Chief Executive**

**Democratic Services  
Officer**

S. Tautz Tel: (01992) 564180  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

T Finn, D Jackman and S Lye

---

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

To elect a Chairman of the Panel for the duration of the meeting. There is no appointed chairman of the Panel, as the appointment of a chairman is agreed at each meeting.

### **2. APOLOGIES FOR ABSENCE**

### **3. DECLARATION OF INTERESTS**

To declare interests in any item on the agenda for the meeting, pursuant to the Council's Code of Member Conduct.

### **4. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)**

To confirm the minutes of the meeting of the Panel held on 28 September 2016.

### **5. REMUNERATION SCHEME - CHIGWELL PARISH COUNCIL (Pages 9 - 40)**

#### **Recommendation:**

**That the Panel consider a proposal of Chigwell Parish Council for revision to its existing remuneration scheme.**

In March 2004, the Panel considered and 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. A copy of a report of the Panel in connection with its consideration of such remuneration scheme is attached as Appendix 1 to this agenda, although it appears from a decision of the Parish Council of 12 November 2003, that it was actually intended that the allowance for the Chairman be set at £600.00 per annum, in addition to a contingency sum of £300.00 per annum.

The remuneration scheme approved by the Panel in 2004 also provides entitlement for members of Chigwell Parish Council to claim travel allowances in relation to official business of the Council. However, the Clerk to the Parish Council has advised that such allowances have not been claimed by any member of the Parish Council during at least the last five years.

The Parish Council has submitted proposals for revision to its existing remuneration scheme, which are detailed at Appendix 2 to this agenda. The Clerk to the Parish Council has confirmed the following matters in relation to the proposals of the Council:

- (a) that no changes have previously been made to the remuneration scheme proposed in 2003/2004, whereby the Chairman of the Parish Council receives an annual allowance of £600.00 (plus the contingency sum of £300.00);
- (b) that no changes have previously been made to the existing Remuneration Scheme, whereby members of the Parish Council receive an annual basic allowance of £50.00;
- (c) that the net increase to the Parish Council arising from the implementation of the proposed revisions to the Remuneration Scheme would be £800.00 per annum; and
- (d) that members of the Parish Council will continue to be able to receive a travel allowances as part of the proposed revisions to the remuneration scheme.

There is no national benchmarking data available for the application of remuneration schemes by town and parish councils. Copies of the existing schemes operated by the larger town and parish councils within the Epping Forest District are attached as Appendix 3. A majority of the smaller town and parish councils in the District do not operate remuneration schemes.

The Panel is requested to consider the proposal of Chigwell Parish Council for revision to its existing remuneration scheme.

## **6. ANY OTHER BUSINESS**

To consider any additional items of business for the meeting.

## **7. DATE OF NEXT MEETING**

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

## EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

<b>Committee:</b>	Parish Remuneration Panel	<b>Date:</b>	Wednesday, 28 September 2016
<b>Place:</b>	Committee Room 2, Civic Offices, High Street, Epping	<b>Time:</b>	6.30 - 7.15 pm
<b>Members Present:</b>	D Jackman, Ms R Kelly and S Lye		
<b>Officers Present:</b>	S G Hill (Assistant Director (Governance & Performance Management)) and S Tautz (Democratic Services Manager)		

---

### 7. ELECTION OF CHAIRMAN

#### RESOLVED:

That Ms. R. Kelly be elected as Chairman of the Remuneration Panel for the duration of the meeting.

### 8. DECLARATION OF INTERESTS

Pursuant to the Council's Code of Member Conduct, D. Jackman declared a personal interest in agenda item 5 (Remuneration Scheme – Waltham Abbey Town Council), by virtue of being engaged in a commercial capacity by Waltham Abbey Town Council. Mr. Jackman indicated that his interest was prejudicial and that he would leave the meeting for the consideration and voting on the item.

### 9. MINUTES OF PREVIOUS MEETING (30.9.15)

#### RESOLVED:

That the minutes of the meeting of the Panel held on 30 September 2015 be taken as read and signed by the Chairman as a correct record.

### 10. REMUNERATION SCHEME - WALTHAM ABBEY TOWN COUNCIL

The Panel was reminded that, in April 2014, it had considered and agreed a proposal of Waltham Abbey Town Council for the introduction of a remuneration scheme. At the request of the Panel at its last meeting, the Mayor of Waltham Abbey (Councillor H. Kane) and the Clerk of Waltham Abbey Town Council (Ms. K. Richmond) attended the meeting to discuss the operation of the remuneration scheme and the level of Mayor's Allowance incorporated therein.

The Panel sought clarification of the provision of a Mayor's Allowance of £3,000 per annum as part of the remuneration scheme, which was felt to be considerably higher than similar allowances in comparable schemes. In response, Councillor Kane and Ms. Richmond emphasised that, whilst described as an 'allowance' in the scheme, the amount of £3,000 set aside by the Town Council each year actually constituted a working budget to support the civic role and responsibilities of the Mayor of Waltham Abbey. The Panel was advised that, although the current wording of the remuneration scheme suggested that the allowance could be paid to the Mayor at the commencement of their term of office, this arrangement was not implemented in

practice and that claims against the allowance were made to defray reasonable costs incurred by the Mayor (or the Deputy Mayor) in the performance of civic duties.

In recognising the concerns of the Panel, Councillor Kane and Ms. Richmond accepted that the current wording of the remuneration scheme might have caused some confusion, and that it might be appropriate to amend the scheme appropriately for the purposes of clarification. Ms. Richmond also suggested that it might be appropriate for the Town Council to develop a separate protocol for the budget that supported the civic role and responsibilities of the Mayor

**RESOLVED:**

- (1) That the explanation of Waltham Abbey Town Council in terms of the operation of the level of Mayor's Allowance within the Council's current remuneration scheme, be noted; and
- (2) That the Director of Governance be requested to offer any necessary advice and guidance to Waltham Abbey Town Council in connection with the review of the current wording of the remuneration scheme.

**11. TOWN & PARISH COUNCIL REMUNERATION SCHEMES - REVIEW**

The Democratic Services Manager reminded the Panel that the annual review of town and parish remuneration scheme commenced in September each year, in order to ensure that new schemes or changes to existing schemes were considered by the time that the District Council and local council precepts were approved for the following financial year.

The Panel was advised that, to commence the process for 2017/18, the clerks of all town and parish councils had been reminded of the options for member remuneration and requested to indicate whether their council wished to either introduce or amend an existing remuneration scheme. The Democratic Services Manager reported that no proposals for the introduction or amendment of local council remuneration schemes had been submitted for consideration by the Panel.

The Panel received details of those town and parish remuneration schemes known to be in operation, but noted that some local councils had yet to advise the Director of Governance whether schemes were currently in place. The Democratic Services Manager indicated that, whilst remuneration schemes should be reviewed by the Panel after four years of operation, it was unclear in a number of instances when this process had last been undertaken. The Panel therefore undertook a brief review of the current schemes circulated with the agenda for the meeting.

**RESOLVED:**

- (1) That no comments be raised on the current operation of the town and parish remuneration schemes reviewed by the Panel; and
- (2) That the Director of Governance endeavour to ascertain the current position with regard to the intentions of those local councils that had yet to indicate whether remuneration schemes were to be introduced or changes to existing schemes implemented, and to circulate such updated information to the Panel in due course.

**12. DATE OF NEXT MEETING**

The Panel agreed that its next meeting be held on a date to be arranged during September 2017, to undertake the annual review of town and parish remuneration schemes for 2018/19.

**CHAIRMAN**

This page is intentionally left blank

**Appendix 4**

**PARISH REMUNERATION PANEL**

**THIRD REPORT ON PARISH  
REMUNERATION ARRANGEMENTS FOR  
CERTAIN PARISH AND TOWN COUNCILS  
IN THE EPPING FOREST DISTRICT**

**March 2004**

## **Introduction**

1. This is the third report of the Parish Remuneration Panel which has been established by Epping Forest District Council pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. Under those Regulations the Panel is charged with the responsibility of making recommendations in accordance with Regulation 29 as to:
  - (a) the amount of parish basic allowance payable to members of Parish and Town Councils;
  - (b) the amount of travelling and subsistence allowance payable to members of such Councils;
  - (c) whether parish basic allowance should be payable only to the Chairman of any such authority or to all of its members;
  - (d) whether, if parish basic allowance should be payable to both the Chairman and the members of such Councils, the allowance payable to the Chairman should be set at a higher level than that paid to other members and the higher amount so payable; and
  - (e) the responsibilities or duties in respect of which members should receive parish, travelling and subsistence allowance.

## **Applications by Parish and Town Councils**

3. Epping Forest District Council wrote to Parish and Town Councils in the District on 1 July 2003, 31 July 2003 and 22 October 2003 concerning the 2003 Regulations and the arrangements which had to be put in place if Parish and Town Councils wished to pay allowances or expenses to their members after 31 December 2003.
4. This report deals with proposals from Chigwell Parish Council in respect of the payment of a Parish Basic Allowance and Parish Travelling Allowance.

## **Response to Parish and Town Council Proposals**

5. The Panel is entitled, in making recommendations, to consider whether to apply the same levels of parish basic allowance and travel and subsistence allowances to all Parish and Town Councils or whether to make different recommendations for different Councils.
6. The Panel is required to express its recommendations as to the level of parish basic allowance as a percentage of the sum that an Independent Remuneration Panel has recommended as the level of basic allowance for Epping Forest District Council but may not recommend a percentage of more than 100% of the District Council's recommended level.
7. The Panel is also required to express its recommendation as to the level of Parish Basic Allowance as a monetary sum equivalent to the percentage mentioned above.

## **Parish Basic Allowance**

8. Chigwell Parish Council requested consideration of proposals for parish basic allowance. This related to a Parish Basic Allowance to the Chairman of that Council of £500 p.a. and of further Parish Basic Allowance to the other members of the Council of £50 per annum.
9. In determining how to approach the question of parish basic allowance we examined the District Council's own remuneration scheme which, when fully implemented, would provide an annual basic allowance per member of £3,150. The regulations require us to recommend that a parish basic allowance must be set as a percentage of the District Council figure as well as a cash sum. We also noted that the percentage may be 100%. In our view, this effectively sets an upper limit on the parish basic allowance at £3,150 per parish member.
10. We also looked at the percentage of total expenditure on allowances (assuming the District Council's scheme is fully implemented) compared to that Council's annual precept for Council Tax purposes. The total estimated expenditure (excluding the civic allowance paid to the Chairman and Vice-Chairman of the District Council) is £301,297.50. This represents 4.68% of the total precept of £6,433,292. We are conscious that the District Council has not yet fully implemented its remuneration scheme. However we feel that there is no alternative to using the total cost of allowances for the calculation.
11. This approach provided us with two parameters on which to advise parish and town councils. We feel that the precept percentage applied to allowances at District level should form the upper limit for parish allowances. Thus, we feel that any parish or town council should not provide a parish basic allowance which costs more than 4.68% of their total precept. Alongside this guideline, parish and town councils must bear in mind that they are only able to provide the parish basic allowance up to 100% of the figure provided at district level (£3,150).
12. Chigwell Parish Council is therefore recommended to set a scheme for parish basic allowance on this basis. The proposals of the Parish Council for a two tier Parish Basic Allowance can be accommodated within this framework.

## **Parish Travelling and Subsistence Allowances**

13. Chigwell Parish Council wish to include these payments in their Remuneration Scheme.
14. We have looked at the arrangements operated by Epping Forest District Council. We have noted that the District Council still uses the rates for reimbursement of travel and subsistence expenses prescribed by the Government in former years. The Government no longer prescribes these maxima and now leaves it each authority to decide on their mileage rates and subsistence. Our view is that parish allowances should not exceed the rates paid by the District Council. The District Council rates have not been uprated for inflation for several years now and when this was last reviewed no changes were made. Appendix 3 shows the rates paid by the District Council.

15. We therefore recommend that Chigwell Parish Council sets its own rates for mileage and subsistence subject to those rates not exceeding the District Council's rates.
16. It also falls to this Panel to specify the duties to which these expenses may be reimbursed. We have included in our outline remuneration schemes references to Council, Committee and other meetings, opening of tenders, attendance at relevant associations and any other purpose approved by the parish or town council. The latter category is for the Parish Council to determine and they have not asked us to consider any specific proposals. It is important that any such duties are agreed in advance of the duty, whether as part of a remuneration scheme or on an ad hoc basis.

### **Other Conditions for Payment of Allowances**

- ... 17. A model scheme has been prepared to assist parish and town councils (See Appendix 1). This provides for a number of ancillary matters relating to allowances.
18. Firstly, there is the option of linking these to an index of some kind: possibly the overall increase in a Council's budget from year to year or the rate of inflation. It should be emphasised that this can only be done for four years, after which further advice must be sought from the Parish Remuneration Panel.
19. Secondly, there are provisions for recovering payments made to councillors who are subsequently suspended as a result of action by the Standards Board for England or for withholding such payments during a period of suspension.
20. Thirdly, there are also provisions regarding a time limit for making claims in respect of travel and subsistence allowance, pro rata calculations for new councillors who join during a Council year and recovery of allowances in respect of councillors who leave part way through a year.
21. Fourthly, the model scheme also includes the statutory renunciation clause whereby a member of a parish council can in writing indicate that he or she does not wish to receive allowances.

### **Publicity**

22. Once this report has been issued, it is a requirement of the regulations that copies of our report are available for inspection by members of the public. A Notice must also be displayed in a conspicuous place or places in the area of the Parish Council for a period of at least 14 days setting out our recommendations. Copies of our report must also be available to any member of the public who requests one at such reasonable copying fee as the Parish Council concerned may determine.
- ... 23. Appendix 2 is a draft public notice. When our report has been considered and a scheme adopted by Parish or Town Councils these should then be completed and displayed.

## **Recommendations**

### **(a) Parish Basic Allowance – Chigwell Parish Council**

(1) That the percentage of the District Council's expenditure on allowances as recommended by Remuneration Panel compared to the total precept for 2003/4 (4.68%) be applied to all parish and town councils in the District on the basis that their total expenditure on parish basic allowance should not exceed that percentage of their precept.

(2) That parish basic allowance should not exceed the figure set for the Epping Forest District Council namely a sum per member of £3,150.

### **(b) Conditions for Payment**

(3) That parish and town councils be encouraged to use the model scheme attached as Appendix 1 to this model, modified as required.

### **(c) Parish Travelling Allowance – Chigwell Parish Council**

(4) That the schedule of travelling and subsistence rates attached as the Appendix 3 to this report in so far as they are applicable to parish and town councils be recommended as the maximum rates for travel and subsistence allowances and that parish and town councils set their own rates not exceeding the maximum rates.

(5) That Chigwell Parish Council specify in its scheme that travel allowances are applicable only to travel outside the parish.

## **Members of the Parish Remuneration Panel:**

Mike Donn, David Jackman, Stephen Lye

**Date: 4 March 2004**

This page is intentionally left blank

## MEMBERS' ALLOWANCES

### (POSSIBLE SCHEME)

The following is one way in which the new allowance scheme could be implemented in Chigwell. It is emphasised that this is only one of an infinite number of variations.

- Pay all qualifying Members an annual allowance of (say) £100.00
- Set the Chairman's allowance at a higher rate of (say) £750.00
- Of this higher rate, the Chairman would allocate an agreed amount (say) £50.00 to the seven Chairmen of the Council's Working Committees.

The net effect of this arrangement would result in the following allowances (excluding travel):

Chairman	<b>£400</b> made up of £750 less 7 x £50 (i.e. £300 Chairman's allowance plus £100 basic allowance)
Vice Chairman	<b>£200</b> made up of £100 + £100 (i.e. £100 Vice Chairman's allowance plus £100 basic allowance)
Chairmen of Working Committees	<b>£150</b> made up of £100 + £50 (i.e. £50 Group Chairman's allowance plus £100 basic allowance)
Other qualifying Members	<b>£100</b> basic allowance

Clearly, the sums referred to above could be adjusted if Members were minded so to do, provided that the **basic** allowance was the same for all qualifying Members\*.

In all cases, qualifying Members\* would be able to claim appropriate travel expenses if they so wished.

***Note\*** In this context, a qualifying Member is one who has been elected, rather than being co-opted onto the Council.*

This page is intentionally left blank

## BUCKHURST HILL PARISH COUNCIL – REMUNERATION SCHEME

The Buckhurst Hill Parish Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 and having considered a report of the Parish Remuneration Panel for the Epping Forest District, hereby makes the following scheme:

1. This scheme may be cited as the Buckhurst Hill Parish Council Members' Remuneration Scheme and shall have effect for the period 1 April 2013 until further notice.

2. **In this scheme:**

"Councillor" means a member of the Buckhurst Hill Parish Council who is an elected or co-opted Councillor.

3. **Parish Basic Allowance**

Subject to paragraph 7, a parish basic allowance of £35 shall be payable to each member of the Parish Council.

4. **Renunciation**

A Councillor may by notice in writing given to the Clerk of the Council elect to forego any part of his entitlement to an allowance under this scheme.

5. **Part-year Entitlements**

(1) The provisions of this paragraph shall have the effect of regulating the entitlements of a Councillor to parish basic allowance where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor.

(2) If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance then in relation to each of the periods:

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

(b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year. The Council further reserves the right to backdate the payment of the allowance to the commencement of the year in question.

(3) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic 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 year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such councillor to a parish basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.

(5) Where payment of a parish basic allowance has been made in respect of any period during which the member concerned:

(a) ceases to be a member of the Buckhurst Hill Parish Council.

(b) is in any other way not entitled to receive the allowances in respect of that period

the Council may require that such part of the allowance as relates to the period concerned be repaid to the authority.

## **6. Parish Travelling Allowance**

(1) The Council will pay to its members allowances in respect of travelling expenses ("parish travelling allowance"), undertaken or incurred in connection with the performance of any duty within one or more of the following categories

(a) the attendance at a meeting of the Council or of any committee or sub-committee of the authority, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;

(b) the attendance at a meeting of any association of authorities of which the Council is a member;

(c) the performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

(d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and

(e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

(2) The Council may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the member concerned -

(a) ceases to be a member of the authority; or

(b) is in any other way not entitled to receive the allowance in respect of that period;

such part of the allowance as relates to any such period shall be repaid to the authority.

... (3) The rate for Parish Travel Allowance in respect of travel by car or public transport shall be as set out in the Appendix to this scheme.

## **7. Claims and Payments**

(1) Payments shall be made in respect of parish basic allowance in the following way:

**[To be inserted by Buckhurst Hill Parish Council]**

(2) Claims for Payments in respect of travelling and subsistence expenses shall be dealt with as follows:

**[To be inserted by Buckhurst Hill Parish Council]**

(3) A member of the Council who is also a member of another Council may not claim or receive payments of allowances from more than one Council in respect of the same duties.

(4) Payment of Parish Basic Allowance and travel expenses shall be subject to an overall limit of £200 per annum per Councillor.

## **8. Uprating for Inflation**

The allowances specified in the scheme may be increased each year by an amount equivalent to inflation. The revised amounts for each allowance shall be rounded up or down to the nearest 10 pence. Such an adjustment shall only be applied for a maximum of 4 years from the date of commencement of this scheme. Continuation beyond 4 years shall be dependent upon consideration of a report of the Parish Remuneration Panel.

## **9. Amendment and Revocation of Scheme**

(1) This scheme may be amended at any time and uprating for inflation shall not be deemed to be an amendment.

(2) This scheme may only be revoked with effect from the beginning of a year.

(3) For the purpose of revoking this scheme, a year shall be deemed to be any period of 12 months ending on 31 March of any subsequent year.

This page is intentionally left blank

**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  
20<sup>th</sup>  
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 17<sup>th</sup> 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.

This page is intentionally left blank



## **MEMBERS' REMUNERATION SCHEME**

*Mileage rates are those in force at 1.4.16.*

*In this scheme "he" shall be read so as to mean "s/he".*

Loughton Town Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 and having considered a report of the Parish Remuneration Panel for the Epping Forest District, hereby makes the following scheme:

1. This scheme may be cited as the Loughton Town Council Members' Remuneration Scheme and shall have effect for the period from 1<sup>st</sup> April 2008 until further notice.
2. **In this scheme:**  
"Councillor" means a member of the Loughton Town Council who is an elected Councillor.
3. **Parish Basic Allowance**  
Subject to paragraph 7, with effect from 1 April 2009 a parish basic allowance of £108 per annum shall be payable to all councillors.
4. **Renunciation**  
A councillor may by notice in writing given to the Town Clerk elect to forego all or any part of his entitlement to an allowance under this scheme.
5. **Part-year Entitlements**
  - (1) The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to parish basic allowance where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor.
  - (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance then in relation to each of the periods:
    - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
    - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as has effect during the relevant period as bears to the whole the same proportion as the number of

the days in the period bears to the number of days in the year. The Council further reserves the right to backdate the payment of the allowance to the commencement of the year in question.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic 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 year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such councillor to a parish basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a member is suspended or partially suspended from his responsibilities or duties as a member of the Council, in accordance with Part III of the Local Government Act 2000 or regulations made under that part, any parish basic allowance payable in respect of the duties from which he is suspended or partially suspended, may be withheld by the Council.
- (6) Where payment of a parish basic allowance has been made in respect of any period during which the member concerned is:
  - (a) suspended or partially suspended from his or her responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000
  - (b) ceases to be a member of the Council
  - (c) is in any other way not entitled to receive the allowances in respect of that period

the Council may require that such part of the allowance as relates to the period concerned be repaid to the authority.

## **6. Parish Travelling and Subsistence Allowance**

- (1) The Council will pay to its members allowances in respect of travelling and subsistence ("parish travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories -
  - (a) the attendance at a meeting of the Council or of any committee or sub-committee of the authority, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;
  - (b) the attendance at a meeting of any association of authorities of which the Council is a member;

- (c) the performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
  - (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
  - (e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.
- (2) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any parish travelling and subsistence allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the Council.
- (3) The Council may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the member concerned is -
- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
  - (b) ceases to be a member of the authority; or
  - (c) is in any other way not entitled to receive the allowance in respect of that period;
- such part of the allowance as relates to any such period shall be repaid to the authority.
- (4) The maximum rates for parish travel and subsistence allowance shall be the same as are paid by Epping Forest District Council to its councillors; current rates are as set out in Appendix 1 to this scheme.

## **7. Claims and Payments**

- (1) Parish Basic Allowance will be paid annually in arrears in March each year.
- (2)
  - (a) Claims for payment in respect of travelling and subsistence expenses shall be made quarterly (1 April – 30 June, etc) in the form prescribed by the Council.
  - (b) Claims submitted within five days of the end of the quarter to which they refer will be processed for payment within that month.
  - (c) Claims submitted more than five days after but within 28 days of the end of the quarter to which they refer will be held over and processed for payment with claims for the following quarter.
  - (d) Claims should not be submitted more than 28 days after the end of the quarter to which they refer. Claims submitted outside this time limit will be referred to the Chairman of Resources and General Services

Committee (or, in his/her absence, the Vice Chairman) and will only be authorised for payment if there are extenuating circumstances for the late submission.

- (3) The Council will deduct from the payments as necessary any amounts due in respect of income tax, National Insurance contributions, etc.
- (4) A member of the Council who is also a member of another Council may not claim or receive payments of allowances from more than one Council in respect of the same duties.

#### **8. Uprating for Inflation**

- (1) The maximum rates of allowances for travel and subsistence specified in the scheme will be increased each year in line with any increases implemented by Epping Forest District Council.
- (2) The parish basic allowance will be reviewed each year in the autumn by the Resources and General Services Committee. A recommendation for change, if any, will be made to the meeting of the Council which sets the Council's precept for the following financial year.
- (3) Any such adjustments shall only be applied for a maximum of 4 years from the date of commencement of this scheme. Continuation beyond 4 years shall be dependent upon consideration of a report of the Parish Remuneration Panel.

#### **9. Amendment and Revocation of Scheme**

- (1) This scheme may be amended at any time and uprating for inflation shall not be deemed to be an amendment.
- (2) This scheme may only be revoked with effect from the beginning of a year.
- (3) For the purpose of revoking this scheme, a year shall be deemed to be any period of 12 months ending on 31<sup>st</sup> March of any subsequent year.

## Appendix 1

### PART 1

#### Rates of Travelling Allowances and Provisions Relating Thereto

1. (1) The rate for **travel by public transport** shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.  
  
(2) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:
  - (a) on Pullman Car or similar supplements, reservation of seats and deposit or portorage of luggage; and
  - (b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable for that night.
  
2. (1) **The amount payable shall be the lesser of the rates below or the maximum amount allowed by the Inland Revenue before the allowance becomes taxable** (currently 45p a mile).  
  
(2) The rate for **travel by a member's own solo motor cycle** or one provided for his/her use, shall not exceed:
  - (a) for the use of a solo motor cycle of cylinder capacity
    - (i) not exceeding 150cc, 8.5p a mile;
    - (ii) exceeding 150cc but not exceeding 500cc, 12.3p a mile;
    - (iii) exceeding 500cc, 16.5p per mile.
  
  - (3) The rate for **travel by a member's own private motor vehicle**, or one belonging to a member of his/her family or otherwise provided for his use, other than a solo motor cycle, shall not exceed:
    - (a) for the use of a motor car of cylinder capacity
      - (i) not exceeding 999cc, 46.9 p a mile;
      - (ii) exceeding 999cc but not exceeding 1199cc, 52.2p a mile;
      - (iii) exceeding 1199cc, 65p a mile;
  
  - (4) The rates specified in sub-paragraphs (1) and (2) may be increased
    - (a) in respect of the carriage of passengers to whom a travelling allowance would otherwise be payable under any enactment by not more than 3p a mile for the first passenger and 2p per mile for the second and subsequent passengers;

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging;

(5) For the purpose of this paragraph, the cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.

3. The rate for **travel by taxi-cab or cab** shall not exceed:

(a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and

(b) in any other case, the amount of the fare for travel by appropriate public transport.

4. The rate for **travel by a hired motor vehicle other than a taxi-cab** shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it; provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

5. The rate for **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air;

provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

(a) the ordinary fare or any available cheap fare for travel by regular air service; or

(b) where no such service is available or in case of urgency, the fare actually paid by the member.

6. The rate for **travel by a member's own bicycle**, or one belonging to a member of his/her family or otherwise provided for his/her use, shall not exceed the lower of 55.8p per mile or the maximum amount permitted by the Inland Revenue before the allowance becomes taxable.

7. For travel outside the county of Essex (including Southend and Thurrock) the cost of travel by private motor vehicle or taxi or taxi-cab will normally only be reimbursed up to the cost of travel by public transport, unless the body determines otherwise.

## **PART 2**

### **Rates of Subsistence Allowance and Provisions Relating Thereto**

1. (1) The rate of subsistence allowance shall not exceed:

(a) in the case of an absence, not involving an absence overnight from the usual place of residence:

(i) **Breakfast** allowance (more than 4 hours or, where the authority permits, a lesser period, before 11.00 a.m.) £3;

(ii) **Lunch** allowance (more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.) £1.50;

(iii) **Tea** allowance (more than 4 hours or, where the authority permits, a lesser period, including the period 3.00 p.m. to 6.00 p.m.) £3.67;

(iv) **Evening meal** allowance (more than 4 hours or, where the authority permits, a lesser period, ending after 7.00 p.m.) £8.27.

(b) in the case of an **absence overnight** from the usual place of residence, £79.82 and for such an absence overnight in London or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the National Association of Local Councils or such other association or body as the Secretaries of State may for the time being approve for the purpose, £91.04.

(2) For the purposes of this paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

2. Any rate determined under Paragraph 1 (b) above shall be deemed to cover a continuous period of absence of 24 hours.

3. The rates specified in Paragraph 1 above shall be reduced by an appropriate amount in respect of **any meal provided free of charge** by an authority or body in respect of the meal or the period to which the allowance relates.

4. When **main meals (i.e. a full breakfast, lunch or dinner) are taken on trains** during a period for which there is an entitlement to day subsistence, the reasonable cost of meals (including V.A.T.) may be reimbursed in full within the limits set out below. In such circumstances reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

(i) for breakfast, absence of more than 4 hours or, where the authority permits, a lesser period, before 11.00 a.m.;

(ii) for lunch, absence of more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.;

(iii) for dinner, an absence of more than 4 hours or, where the authority permits, a lesser period, ending after 7.00 p.m.

This page is intentionally left blank



Aimi Middlehurst  
Town Clerk

## Remuneration & Expenses Scheme

1. This scheme may be cited as Ongar Town Council Members' Remuneration and expenses scheme and shall have effect for the period 1 April 2015 to 31 March 2016.
2. IN THIS SCHEME:  
"Councillor" means a member of the Ongar Town Council who is an elected councillor.
3. BASIC ALLOWANCE:  
At the meeting held on the 28<sup>th</sup> January 2016, Ongar Town Council agreed that a parish basic allowance to be paid to councillors at a rate of £230 per annum.
4. RENUNCIATION:  
A councillor may by notice in writing to the Town Clerk elect to forego any part of his/her entitlement to an allowance under this scheme.
5. TRAVELLING AND SUBSISTENCE (INCLUDING BICYCLE ALLOWANCE)  
The Council will pay to its members (elected and Co-Opted) allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories:-
  - a) The attendance at a meeting of the council or any committee or sub committee of the authority, or any body which the Council makes appointments or nominations, or any committee or sub committee of such a body.
  - b) The attendance at a meeting of any association of authorities of which the Council is a member
  - c) The performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a members to be present while tender documents are opened.
  - d) Attendance by a councillor at a meeting which he/she is not a member for the purpose of explaining a motion referred from the Council.
  - e) The carrying out of any other duty approved by the Council, or any duty of a class so approved for the purpose of /or in connection with, discharge of the functions of the Council authority or any of its committees.
  - f) Attendance at seminars and training courses arranged by the Clerk.
  - g) Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council Local Government Services.

### 6) CLAIMS AND PAYMENTS



Payments made in respect of the basic allowance will be paid quarterly in arrears on the last Friday of the month: June, September, December and March. Travel expenses claim forms should be submitted monthly to the Clerk and will be paid by cheque during the last week of the month.

#### 7) UPRATING FOR INFLATION

There will be no inflationary adjustment to the allowances set out in this scheme except those relating to travel, subsistence and child and dependent cares.

#### 8) CO-OPTED COUNCILLORS

The basic remuneration allowance can only be paid to elected Councillors.

#### 9) WITHHOLDING / RECOVERY OF PAYMENTS

9.1 If any Councillor is wholly suspended or partially suspended under part III of the Local Government Act 2000, or any regulations made under that part, the Council shall be entitled to withhold any payment of basic or travelling or subsistence allowances in respect of that period of suspension or partial suspension.

9.2 Where any councillor or independent member has already received a payment in respect of any period during which they have been:

- a) suspended or partially suspended from their responsibilities or duties as a member of authority in accordance with part III of the Local Government Act 2000 or regulations made under that part; or
- b) ceased to be a member of authority; or
- c) not entitled in any way to receive the allowance of that period, the Council may require that such part of the allowance as relates to the period in question shall be repaid to the authority.

### MEMBER REMUNERATION SCHEME

#### EPPING FOREST DISTRICT COUNCIL GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS

##### 1. INTRODUCTION

1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel expenses in respect of approved duties carried out on behalf of the Council. An approved is one which has been authorised by or on behalf of the Council in advance.

1.2 The Council has a formal scheme for allowances which is updated from time to time. This note is designed to assist members in dealing with their claims and explaining the arrangements to the public.

##### 2. BASIC ALLOWANCE REMUNERATION SCHEME

2.1 This is a flat rate allowance payable to elected members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount.

##### 3. TRAVEL EXPENSES

3.1 Members may reclaim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties.

##### 3.2 Car Travel:

The normal rates for car travel are the same as the higher rates paid to the officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on a higher reserve of the claim form and are reviewed annually.



### 3.3 Shortest Distance:

Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue if approved or concerned. No claim for additional expenses will be entertained unless there is a valid reason for the incurring mileage.

### 3.4 Travel Direct from Workplace etc.:

For claims involving direct travel from a Councillor's place of work (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such shall be endorsed "CLAIM LIMITED" on the form.

### 3.5 Travel outside the district – Limit on Amount Claimable:

For journeys to approved meetings outside the district or by members outside the district, claims irrespective of mode of travel must not exceed the lower of:

- a) first class return rail fare plus underground and other fares from station to destination at each end of the journey; or
- b) the appropriate car mileage

### 3.6 Use of Public Transport within Epping Forest District:

The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). Where more than one class of fare is available, the first class fares may be claimed. A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

### 3.7 Cycle Allowance:

This allowance is payable at 40p per mile.

## 4. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

4.1 Remunerations payments will be paid net after tax and insurance.



This page is intentionally left blank



## **WALTHAM ABBEY TOWN COUNCIL – REMUNERATION SCHEME**

The Waltham Abbey Town Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 and having considered a report of the Parish Remuneration Panel for the Epping Forest District, hereby makes the following scheme:

1. This scheme may be cited as the Waltham Abbey Town Council Members' Remuneration Scheme and shall have effect for the period 1 April 2014 until further notice.

2. **In this scheme:**

"Councillor" means a member of the Waltham Abbey Town Council who is an elected or co-opted Councillor.

3. **Mayor's Basic Allowance**

Subject to paragraph 7, a basic allowance of £3,000 per annum shall be payable to the Mayor of the Town Council.

4. **Renunciation**

The Mayor may by notice in writing given to the Clerk of the Council elect to forego any part of his entitlement to the basic allowance under this scheme.

5. **Part-year Entitlements**

(1) The provisions of this paragraph shall have the effect of regulating the entitlements of the Mayor to the basic allowance where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, the Mayor.

(2) If an amendment to this scheme changes the amount to which the Mayor is entitled then in relation to each of the periods:

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

(b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year. The Council further reserves the right to backdate the payment of the allowance to the commencement of the year in question.

(3) Where the term of office of the Mayor begins or ends otherwise than at the beginning or end of a year, the entitlement to the allowance shall be to the payment to 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 year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Mayor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement to the allowance shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as Mayor subsists bears to the number of days in that period.

(5) Where payment of the Mayor's basic allowance has been made in respect of any period during which the member concerned:

(a) ceases to be a member of the Waltham Abbey Town Council.

(b) is in any other way not entitled to receive the allowance in respect of that period

the Council may require that such part of the allowance as relates to the period concerned be repaid to the authority.

## **6. Parish Travelling Expenses**

(1) These may be claimed by members of the town council in connection with:

(a) attendance at a meeting of the Council or of any committee or sub-committee of the authority, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;

(b) the attendance at a meeting of any association of authorities of which the Council is a member;

(c) the performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

(d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and

(e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

(2) Payments may be claimed at a rate of 45p per mile.

## **7. Claims and Payments**

(1) Payments shall be made in respect of Mayor's allowance in the following way:

A cheque for the entire amount may be presented to the Mayor at the beginning of his/her term of office.

(2) Claims for Payments in respect of travelling and subsistence expenses shall be dealt with as follows:

A claim form will be completed by the Member detailing the reasons for the journey, departure and arrival points along with mileage covered. This form will be signed by the Member to indicate they take responsibility for the claim.

(3) A member of the Council who is also a member of another Council may not claim or receive travel expenses from more than one Council in respect of the same duties.

## **8. Up-rating for Inflation**

The allowance specified in the scheme may be increased each year by an amount equivalent to inflation. The revised amount for the allowance shall be rounded up or down to the nearest 10 pence. Such an adjustment shall only be applied for a maximum of 4 years from the date of commencement of this scheme. Continuation beyond 4 years shall be dependent upon consideration of a report of the Parish Remuneration Panel.

## **9. Amendment and Revocation of Scheme**

(1) This scheme may be amended at any time and up-rating for inflation shall not be deemed to be an amendment.

(2) This scheme may only be revoked with effect from the beginning of a year.

(3) For the purpose of revoking this scheme, a year shall be deemed to be any period of 12 months ending on 31 March of any subsequent year.

This page is intentionally left blank