



Epping Forest District Council

PARISH REMUNERATION PANEL Monday, 6th January, 2014

Place: Committee Room 1, Civic Offices, High Street, Epping

Room: Council Chamber

Time: 8.30 pm or at the rising of the Member Remuneration Panel

Democratic Services Officer: Graham Lunnun Tel 01992 564244
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Members:

D Jackman, Ms R Kelly and S A Lye

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1. **CHAIRMAN**
 2. **APOLOGIES FOR ABSENCE**
 3. **NOTES OF LAST MEETING (Pages 3 - 4)**

Attached for consideration.

4. **PARISH AND TOWN COUNCIL REMUNERATION SCHEMES**

To consider proposals, if any, from Parish and Town Councils regarding:

- (a) the introduction of a remuneration scheme where none is operating at present;
or
- (b) changes to an existing remuneration scheme.

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

Parish and Town Councils have been advised that if they wish to continue with their existing schemes for another year without alteration, they do not need to respond but need to take account of the fact that schemes have to be reviewed by the Panel after four years of operation have elapsed.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Parish Remuneration Panel **Date:** Monday, 11 November 2013

Place: Group Room, Room 1.19, First Floor, Civic Offices, High Street, Epping **Time:** 6.30 - 6.35 pm

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 Mr D Jackman be elected Chairman of the meeting.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the last meeting held on 31 January 2013 be taken as read and signed by the Chairman as a correct record.

4. PROPOSED PARISH REMUNERATION SCHEME - BUCKHURST HILL PARISH COUNCIL

The Panel considered a proposal of Buckhurst Hill Parish Council to introduce a remuneration scheme with effect from 1 April 2013 to be paid in arrears comprising a flat rate allowance to all members and reimbursement of travel expenses and/or mileage incurred in the course of Council business.

The Panel noted that the proposed flat rate allowance was £35 per member per annum to enable members to register with the Information Commissioner as data controllers. In relation to travel expenses and/or mileage, the Parish Council was proposing a maximum of £200 per councillor in any one financial year. Travel expenses would be reimbursed on the production of receipts or tickets and mileage claims would be paid at HMRC approved mileage allowance payment rates, currently 45p per mile.

The Panel was reminded that the guideline adopted as a maximum for spending on Town/Parish schemes was not more than the percentage of the District Council's budget allocated to member remuneration (excluding connectivity and travelling) with no individual payment exceeding the rate for a District Councillor.

The Panel was advised that the Parish Council's precept for 2013/14 was £367,142 and the proposed expenditure on allowances was £2,585. The relevant percentage for 2013/14 was 3.4% which when applied to the precept resulted in a total figure of £12,482. Accordingly, the Parish Council's proposals fell within the guideline.

RESOLVED:

(1) That the following proposal of the Buckhurst Hill Parish Council be approved:

(a) the introduction of a remuneration scheme with effect from 1 April 2013 to be paid in arrears;

(b) a flat rate allowance of £35 per member per year to allow members to register with the Information Commissioner as data controllers as necessary;

(c) reimbursement of travel expenses and/or mileage incurred in the course of Council business up to a maximum total of £200 per councillor in any one year;

(d) travel expenses to be reimbursed on production of receipts or tickets; and

(e) mileage claims to be paid at HMRC approved mileage allowance payment rates, currently 45p per mile; and

(2) That the Assistant to the Chief Executive advise the Parish Council of the Panel's views and supply a draft public notice and a scheme document for placing on public deposit.

5. DATE OF NEXT MEETING

RESOLVED:

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

CHAIRMAN