

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

**Committee:** Parish Remuneration Panel                      **Date:** Wednesday, 30 September 2015

**Place:** Committee Room 1, Civic Offices, High Street, Epping                      **Time:** 7.30 - 8.00 pm

**Members Present:** D. Jackman, Ms. R. Kelly and S. Lye

**Officers Present:** S. Hill (Assistant Director (Governance & Performance Management)) and S. Tautz (Democratic Services Manager)

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

#### **RESOLVED:**

That S. Lye be elected as Chairman of the Remuneration Panel for the duration of the meeting.

### **2. DECLARATIONS OF INTEREST**

Pursuant to the Council's Code of Member Conduct, D. Jackman declared a non-pecuniary personal interest in agenda item 4 (Parish Remuneration Schemes – Annual Review) by virtue of being employed by a number of local councils. Mr. Jackman declared that his interest was not prejudicial and indicated that he would remain in the meeting during the consideration of the item.

### **3. MINUTES OF PREVIOUS MEETING (6.1.14)**

#### **RESOLVED:**

That the minutes of the meeting of the Remuneration Panel held on 6 January 2014 be taken as read and signed by the Chairman as a correct record.

### **4. PARISH REMUNERATION SCHEMES - ANNUAL REVIEW**

The Democratic Services Manager reported that the annual review of parish remuneration schemes had traditionally commenced during September each year, to ensure that new schemes or revisions to existing schemes were considered by the time that the District Council and Parish/Town Council precepts are approved for the following financial year. Members were reminded that remuneration schemes for the town and parish councils were required to be reviewed after a period of four years.

The Panel was advised that, to commence the process for 2016/17, 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 wished to either introduce or amend an existing remuneration scheme. Members noted that, in the event of a local council wishing to introduce or amend a scheme, clerks had also been asked to submit details and the date from which such scheme was intended to be operative. Each parish and town council has been advised that, if they wished to

continue with existing schemes for another year without revision, they should take account of the fact that schemes had to be reviewed by the Panel after four years of operation.

The Democratic Services Manager reported that, at the time of the publication of the agenda for the meeting, no proposals for the introduction or amendment of remuneration schemes had been submitted by local councils for consideration by the Panel, but that it was understood that a number of council's were in the process of considering the possible implementation of new schemes.

**RESOLVED:**

That a report be made to the next meeting of the Panel, setting out the current position with regard to the remuneration schemes adopted by individual local councils, particularly with regard to the adopted criteria for the payment of travel and mileage expenses, and the requirement for such schemes to be reviewed after each four-year period of operation.

**5. PARISH REMUNERATION SCHEME - WALTHAM ABBEY TOWN COUNCIL**

The Democratic Services Manager reported that, in April 2014, the Panel had considered a proposal of Waltham Abbey Town Council 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 £0.45 per mile.

Members were reminded that, as the Town Council's proposed remuneration scheme had been within the Panel's previously adopted guidelines for such schemes, the request had been approved by email by each member, without a formal meeting being convened to consider the proposed scheme. The Democratic Services Manager advised the Panel that, in the circumstances, it was therefore now necessary to formally record the decision taken by members in respect of the Waltham Abbey Town Council Scheme, to support the approval of the scheme.

**RESOLVED:**

- (1) That the agreement of the Panel to the proposal of Waltham Abbey Town Council for the introduction of a remuneration scheme from 1 April 2014, be confirmed; and
- (2) That the Chairman and Clerk of Waltham Abbey Town Council be invited to attend a future meeting of the Panel, to discuss the operation of the remuneration scheme and the level of Mayor's Allowance incorporated therein.

**6. DATE OF NEXT MEETING**

The Panel agreed that a further meeting be arranged as necessary, to consider any proposals for the revision or introduction of remuneration schemes submitted by local town and parish councils.

**CHAIRMAN**