



Epping Forest District Council

PARISH REMUNERATION PANEL **Wednesday, 28th September, 2016**

Place: Civic Offices, High Street, Epping

Room: Committee Room 2

Time: 6.30 pm

Democratic Services Officer S. Tautz Tel: (01992) 564180
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Members:

Mr D Jackman, Ms R Kelly and Mr S Lye

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES FOR ABSENCE

3. DECLARATION OF INTERESTS

(Director of Governance) 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 (30.9.15) (Pages 5 - 6)

(Director of Governance) To confirm the minutes of the meeting of the Panel held on 30 September 2015.

5. REMUNERATION SCHEME - WALTHAM ABBEY TOWN COUNCIL

(Director of Governance) As the Panel will be aware, in April 2014 it considered and agreed 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.

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) have been invited to attend this meeting to discuss the operation of the remuneration scheme and the level of Mayor's Allowance incorporated therein. A copy of the Town Council's remuneration scheme is included within this agenda.

6. TOWN & PARISH COUNCIL REMUNERATION SCHEMES - REVIEW (Pages 7 - 28)

(Director of Governance) As the Panel will be aware, the annual review of town and parish council 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 local council precepts are approved for the following financial year (usually February/March).

To commence the process for 2017/18, the clerks of all town and parish councils have recently been reminded of the options for member remuneration and requested to indicate whether their council wishes to either introduce or amend an existing remuneration scheme.

At the time of the publication of this agenda, no proposals for the introduction or amendment of local council remuneration schemes had been submitted 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 this agenda. In the event of a local council wishing to introduce or amend a scheme, the respective clerks have been requested to submit details and the date from which such scheme is to be operative, for consideration by the Panel.

Details of those parish remuneration schemes known to be in operation are attached as Appendix 1 to this report, although some local councils have yet to advise the Director of Governance whether a scheme is currently in place. Whilst remuneration schemes should be reviewed by the Panel after four years of operation, in a number of instances it is unclear when this process was last undertaken. Copies of individual remuneration schemes are also attached and the Panel may wish to take this opportunity to complete a full review of all current schemes.

7. DATE OF NEXT MEETING

(Director of Governance) To agree arrangements for a further meeting of the Panel, if required.