



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
Email: democraticservices@eppingforestdc.gov.uk

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.

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)		

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

Town & Parish Council Remuneration Schemes (September 2016)

Town/Parish Council	Remuneration Scheme	Scheme last Considered/Reviewed by Remuneration Panel	Scheme Adopted/Last Reviewed by Town/Parish Council	Comments
Abbess, Beauchamp & Berners Roding	No	N/A	N/A	No current intention to introduce scheme
Buckhurst Hill Parish Council	Yes	11 November 2013	Unknown	Chairman's Allowance £270.
Chigwell Parish Council	Yes	Unknown	Unknown	Chairman's allowance £400, Vice-Chairman's allowance £100, Member's allowance £50, Committee Chairman's allowance £100.
Epping Town Council	Unknown			No response from Town Council
Epping Upland Parish Council	Yes	18 March 2013	Unknown	Scheme document attached. Chairman's Allowance currently £45.00
Fyfield Parish Council	Unknown			No response from Parish Council
High Ongar Parish Council	Unknown			No response from Parish Council
Lambourne Parish Council	No	N/A	N/A	No current intention to introduce scheme
Loughton Town Council	Yes	11 February 2008	December 2015	Scheme document attached
Matching Parish Council	Unknown			No response from Parish Council
Moreton, Bobbingworth & The Lavers Parish Council	Unknown			No response from Parish Council
Nazeing Parish Council	Unknown			No response from Parish Council
North Weald Bassett Parish Council	Unknown			No response from Parish Council
Ongar Town Council	Yes	11 February 2008	1 September 2016	Scheme document attached
Roydon Parish Council	No	N/A	N/A	No current intention to introduce scheme. Mileage and parking expenses paid to councillors attending meetings outside the parish.
Sheering Parish Council	No	N/A	N/A	No current intention to introduce scheme
Stanford Rivers Parish Council	Unknown			No response from Parish Council
Stapleford Abbots Parish Council	Unknown			No response from Parish Council
Stapleford Tawney Parish Council	No	N/A	N/A	No current intention to introduce scheme
Theydon Bois Parish Council	Unknown			No response from Parish Council
Theydon Garnon Parish Council	Unknown			No response from Parish Council
Theydon Mount Parish Council	Unknown			No response from Parish Council
Waltham Abbey Town Council	Yes	01 April 2014	07 September 2016	Scheme document attached
Willingale Parish Council	Unknown			No response from Parish Council

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REMUNERATION SCHEME

The Epping Upland 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 Epping Upland 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 Epping Upland Parish Council who is an elected or co-opted Councillor.

3. **Parish Basic Allowance**

Subject to paragraph 7, a parish basic allowance of £25 shall be available to be paid to the Chairman of Epping Upland Parish Council for the time being.

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 Epping Upland 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 and Subsistence Allowance

(1) The Council will pay to its members allowances in respect of travelling expenses ("parish travelling 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 which takes place outside the boundaries of Epping Upland Parish -

(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 rates for parish travel and subsistence allowance 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:

The Chairman's Allowance is intended to be used for small items in the Parish where no other power exists, as and when necessary. Payment will be made on production of a valid receipt.

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

Councillors may claim as described in this Scheme for travel, as and when necessary and will be required to complete an Expenses Form. The total expenditure for Councillors' travel in any one financial year is currently £100. There are no subsistence payments.

- (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.

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.

APPENDIX

RATES FOR PARISH TRAVEL

Car Travel Allowance - the maximum untaxed amount as set by HMRC



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 1st 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 31st 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 portage 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.

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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 28th 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.



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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. Uprating 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 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.

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