

Date: 30 April 2008

APPENDIX 2

Our ref: PU/IW/GW/MC/5/3/3

Your ref:

The Acting Clerk
Ongar Town Council
Council Chamber
Love Lane
Chipping Ongar
Essex CM5 9BL

Ian Willett 01992 564243
Email: iwillett@eppingforestdc.gov.uk

Dear Colleague

Parish and Town Council - Remuneration Schemes

... With reference to our previous correspondence, I am enclosing a copy of the Parish Remuneration Panel's report on proposals submitted by Parish and Town Councils in this District as part of the current review. In doing so, I need to draw your attention to the position referred to in the report concerning Ongar Town Council.

You will note that the Panel was unable to deal with the Town Council's application because one of the Panel, Mr David Jackman, had to declare a prejudicial interest in the matter by virtue of his mother Mrs S Jackman being a serving Ongar Town Councillor. As you will understand, this left the Panel in some difficulty as they are already carrying one vacancy and the remaining member, Mr Stephen Lye, understandably felt unable to deal with the matter on his own.

The Panel therefore decided to delegate the response to your Council's application to me, as their adviser.

One other Council requested the inclusion of a Parish basic allowance and the Panel's usual approach is to set a maximum level for expenditure on the Parish basic allowance proposed (expressed as a percentage of the total Parish Precept) with the percentage of the District Council's precept which is applied to Member Remuneration. The percentage applied this year reflects the proportion of the EFDC precept used for this purpose and this currently stands at 3.09%. The Panel had details of the Ongar Town Council Parish precept for 2007/8 (a sum of £130,876) and I am satisfied that the Town Council's wish to introduce a Parish basic allowance of £300 per member from the next Council year meets the overall maximum which the Panel applies.

I am therefore authorised on behalf of the Panel to endorse your Council's proposal for the new Parish basic allowance.

What you should do now is to submit my letter and the Parish Remuneration Panel's report to your next available Parish Council meeting or Committee for consideration. Assuming that the Parish or Town Council accept the report, you should then arrange to amend your Remuneration Scheme and give public notice that your Council has adopted the document.

In other cases, the Panel have recommended that approved schemes should remain current for four years and I am happy to endorse that approach. If your Council wishes to change the scheme in any way in the meantime, you should get in touch with me so that I can arrange for the Panel to consider any changes.

Finally, I have referred already to the recruitment position in terms of the Parish Remuneration Panel. I have been unsuccessful in finding a nominee for the vacant place on the Panel and in view of this it would be helpful to me if any person who might be interested in this position could be put in touch with me. Please bear in mind that no serving Parish or District Councillor can serve on the Panel. It would also be an advantage if the individual concerned lived in the District and had some knowledge of local government and remuneration for employees etc.

I am sure that any help you can give in this regard would be much appreciated by the Panel.

Yours sincerely

Ian Willett
Assistant to the Chief Executive