

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.

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- (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. Up-rating 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