



HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN OF a meeting of the HAILSHAM TOWN COUNCIL to be held REMOTELY VIA THE INTERNET* (access details can be obtained from the Town Clerk on request, email john.harrison@hailsham-tc.gov.uk)

**In accordance with The Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

Wednesday, 27th January 2021 at 7.00 p.m.

1. **PUBLIC FORUM:** A period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Council or ask questions on matters relevant to responsibilities of the Council, at the discretion of the Chairman.
2. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of council members
3. **DECLARATIONS OF INTEREST:** To receive declarations of disclosable pecuniary interests and any personal and prejudicial interest in respect of items on this agenda.
4. **CHAIRMAN'S UPDATE**
To receive a verbal update from the Chairman of Hailsham Town Council
5. **CONFIRMATION OF MINUTES**
To resolve that the Minutes of the Meetings of Hailsham Town Council held on 25th November 2020 may be confirmed as a correct record and signed by the Chairman
6. **COMMITTEE RECOMMENDATIONS TO COUNCIL**
To consider the following recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council:
 - 6.1 Finance, Budget, Resources and Staffing Committee 20.01.2021 – Youth Project Co-ordinator
7. **REPORT OF THE INDEPENDENT WEALDEN PARISH REMUNERATION PANEL 2021/22**
To consider the recent report and recommendations of the Wealden Parish Remuneration panel and their implications for Hailsham Town Council
8. **CONFIDENTIAL BUSINESS**
To resolve that the press and public are temporarily excluded during the discussion on the **next item** of the agenda as it concerns: The terms of tenders and proposals and counter proposals in negotiation for contracts;

(In accordance with the Council's Standing Orders No. 1E).
9. **TRANSFER OF LAND TO HAILSHAM TOWN COUNCIL – WELBURY FARM - CONFIDENTIAL**

To consider a request to accept the transfer of land to the Town Council at Welbury Farm

10. PRECEPT 2020-2021

- 10.1** To consider the recommendations of the Finance, Budget, Resources and Staffing Committee (13th January 2021) and any additional resolutions or budget pressures that will affect the budget for 2020-2021.
- 10.2** To resolve the precept for the financial year April 2021 to March 2022 to be requisitioned from Wealden District Council

11. GREEN SPACES PROJECT

To consider a request by Wealden District Council to take part in a Green Spaces Project

12. CONFIDENTIAL BUSINESS

To resolve that the press and public are excluded during the discussion on the next item of the agenda **(13)** as it concerns the terms of tenders and proposals and counter proposals in negotiation for contracts

(In accordance with the Council's Standing Orders No. 1E).

13. HAILSHAM ASPIRES - CONFIDENTIAL

To receive an update on the Hailsham Aspires Project.



JOHN HARRISON
Town Clerk

Report to: Hailsham Town Council

Date: 29th January 2020

By: John Harrison, Town Clerk/Michelle Hagger, Finance Officer

Title of report: REPORT OF THE INDEPENDENT WEALDEN PARISH
REMUNERATION PANEL 2021-22

PURPOSE:

To consider the recent report and recommendations of the Wealden Parish Remuneration panel and their implications for Hailsham Town Council

BACKGROUND.

The Report of the Independent Wealden Parish Remuneration Panel 2020-21 was received by the Council on 4th December 2020. The report is attached as an appendix to this report below

KEY POINTS MADE IN THE REPORT

The Panel recommends:

- Allowances should be paid in accordance with three bands, Levels 1 to 3.
- Hailsham Town Council remains assigned to Level 3.
- There be a 2% increase to all Basic and Chairman's Allowances from that previous recommended for 2020-2021 by banding as follows;

2021/22	LEVEL1	LEVEL2	LEVEL 3
Basic Allowance	£170	£421	£1344
Chairman's Allowance	£294	£662	£1856

- The policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed.
- That the Subsistence Allowances remain unchanged from last year;
- That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2021/2022. However, Town and Parish Councils can choose what level of allowances to implement; and
- The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

FINANCIAL IMPLICATIONS

Previous recommendation and resolution:

The table below shows the IRP recommendations, whether council resolved to accept them, and the allowances paid, for financial years from 2015-2016 to the current.

Councillors' Allowances

£ Year	IRP Recommendation			Meeting	Accepted	Allowance Paid by HTC	
	Basic	Chairman	Increase				
2021-22	£1,344	£1,856	2%	27.01.2021			
2020-21	£1,318	£1,820	2.5%	30.01.2020	Y	£1,318	£1,820
2019-20	£1,286	£1,776	2.0%	29.01.2019	Y	£1,286	£1,776
2018-19	£1,261	£1,741	2.0%	24.01.2018	Y	£1,261	£1,741
2017-18	£1,236	£1,706	1.0%	25.01.2017	Y	£1,236	£1,706
2016-17	£1,224	£1,689	1.0%	30.03.2016	N	£1,200	£1,655
2015-16	£1,212	£1,672	1.0%	12.08.2015	N	£1,200	£1,655

HTC has usually awarded the Basic Allowance to each eligible member, plus the Chairman's Allowance to form the total budget amounts. From May 2019 these amounts were reduced to 17 X the Basic Allowance and the Chairman's Allowance as a result of the Community Governance review agreeing to reduce the number of members of Hailsham Town Council from 24 to 18.

For 2020-2021 the recommended levels were accepted, with one member choosing to opt out of receiving the allowance and therefore the total expenditure was £22,908 (16 X £1318 = £21,088 + £1820.00 = £22,908.00).

For 2021-2022 the recommended levels, if accepted; with one member choosing to opt out of receiving the allowance, and one co-opted member not being eligible to receive the allowance as per legislation; would result in this total being £22,016 (15 X £1344 = £20,160 + £1856 = £22,016.00).

Or if not accepted: £21,590. (15 X £1318 = £19,770 + £1820 = £21,590).

CONSIDERATIONS.

Council is asked whether to accept the recommendations of the report – that is whether to accept the full rise as recommended in the report, a variation of the recommendation or no rise at all.

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2021/2022

Introduction

This is the report of the Parish Independent Remuneration Panel for 2021/22. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Summary

The Panel recommends:

That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;

That there be a 2% increase to all Basic and Chairman's Allowances rounded to the nearest pound.

2021/22	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£170	£421	£1,344
Chairman's Allowance	£294	£662	£1,856

That
the
policy
to fix

Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;

That the Subsistence Allowances remain unchanged from last year;

That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2021/22. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and

The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

Membership of Panel and Meetings

The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.

The Panel met on Friday 13 November 2020. The Panel subsequently dealt with the preparation of this report through discussions by email.

Panel Remit

The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:

- a) the amount of parish basic allowance payable to members of such town and parish councils;

- b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;
- c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
- d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
- e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.

The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2020/21.

The Clerk to the Panel had invited all Town and Parish Clerks to provide any comments on the allowance scheme. Eight Parish/Town Councillors had responded and a summary is set out below:

- Most Parish Councils have chosen not to operate a remuneration scheme.
- The current Allowance is sufficient and there should be no increase in 2021/22, particularly at a time when many of the community are having to live on 80% of their usual salary or facing redundancy.
- The allowance should cover costs for things like child minding, travel, etc.
- The travelling/subsistence allowance is more than enough to reimburse expenses, particularly as there is no travel at present with all meetings being carried out online.
- The allowance does not cover loss of earnings nor recompense for lost leisure time.
- As most meetings are in the evenings - not like district or county level - you can still have a full-time job and be an effective councillor.
- With regard to the travel allowance, people should be incentivised to use active travel like cycling or walking, not driving their cars. And I believe there is no incentive to car-share when going to conferences or training, either.
- At present most councillors are 50, 60 or over and attend because they can afford to spare the time. A larger allowance is required to attract younger councillors, to compensate them for loss of earnings.
- The reason for becoming a Councillor shouldn't be about remuneration, it should be about wanting to make a local difference. Due to the cost of paper, printer ink, mobile and landline calls, broadband and car fuel a rise in line with the R.P. Index of about 1.5 % would be fair.
- Co-opted cllrs should qualify for reimbursement.
- It's a difficult balance as ultimately the people the councillors serve in the parish would end up financing any increases.

- If an increase is recommended, any increase should be in line with CPI not RPI.

The Panel notes that the last full election for all Town and Parish Councils was May 2019. The Panel is aware that it is common practice to co-opt Parish Councillors to vacancies and noted the request that allowances should be given to co-opted members, but confirmed that this was not allowed under the Regulations.

However, the Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.

Following discussion, the Panel **recommends** that a 2% increase in all the basic allowances for levels 1-3 is appropriate, rounded to the nearest £1. This is in line with the Panel's recommendations for Wealden District Council.

Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4,824 per annum for the financial year 2021/22. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.

Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.

The Panel **recommends** an increase to all Chairman's Allowances in Levels 1 to 3 on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, 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 categories set out in that Regulation. This also includes provision for encouraging car sharing.

Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (**AMAP**), and as from 6 April 2011 the following rules apply:

Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;

Motor Cycle – 24p per mile (all miles);

Cycle – 20p per mile (all miles); and

A 5 pence per mile per passenger supplement for up to four passengers.

The Panel recommends that travelling allowances continue to be paid in line with the HM Revenue & Customs 'Approved Mileage Allowances Payments' (AMAP). The Panel observed that there was no mention of claims for other travel costs within the Allowance Scheme, such as public transport and taxis. It was suggested that this category be included and reimbursed in full, subject to the Council's approval.

The Panel **recommends** that the policy to fix Travelling Allowances in line with AMAP be re-affirmed.

Subsistence Allowance

The Panel **recommends** that the current level of subsistence rates remain for 2021/22, as follows:

Breakfast	£6.50	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£8.50	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Tea	£4.50	When away from home on approved Parish/ Town Council business between 5 pm and 7 pm.
Evening Meal	£10.50	When away from home on approved Parish/ Town Council after 7 pm.

In addition, subsistence for overnight absence other than London or specified conferences should remain at £85, and for London or specified conferences should be £95.00.

It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

Co-opted Members

As set out above, under the relevant legislation co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

Communication of Allowances

On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).

In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

The Panel expressed concern that several councillors had responded to advise that they were unaware of the existence of an Allowance Scheme when they stood for election.

The Panel, therefore, felt it important that the Parish and Town Clerks should ensure that all Parish/Town Councillors are made aware of what level of allowance is available and what other expenses can be claimed.

Other Business

The Panel did not consider that it was appropriate to make a recommendation for more than one year.

The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

Edward Stone
Chairman

Dated: 14 November 2020

Appendix A

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£170	£421	£1,344	
Chairman's Allowance	£ 294	£662	£ 1,856	
PARISH	No. of Councillors	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£170	£294	3.52%
Berwick	7	£170	£294	3.52%
Wartling	7	£170	£294	3.52%
Long Man	7	£170	£294	3.52%
Hooe	7	£170	£294	3.52%
Arlington	7	£170	£294	3.52%
Laughton	7	£170	£294	3.52%
Isfield	7	£170	£294	3.52%
Chiddingly	9	£170	£294	3.52%
Hellingly	15	£170	£294	3.52%
Hadlow Down	7	£170	£294	3.52%
Fletching	9	£170	£294	3.52%
Warbleton	11	£170	£294	3.52%
Frant	11	£170	£294	3.52%
Alfriston	7	£170	£294	3.52%
East Hoathly/Halland	9	£170	£294	3.52%
Chalvington/Ripe	7	£170	£294	3.52%
Horam	11	£170	£294	3.52%
East Dean/Friston	9	£170	£294	3.52%
Framfield	11	£170	£294	3.52%
Hartfield	13	£170	£294	3.52%
Ninfield	9	£170	£294	3.52%
Danehill	9	£170	£294	3.52%
Buxted	15	£170	£294	3.52%
Withyham	13	£170	£294	3.52%
Herstmonceux	11	£170	£294	3.52%
Mayfield/ Five Ashes	15	£170	£294	3.52%
Maresfield	14	£170	£294	3.52%

Rotherfield	13	£170	£294	3.52%
Westham	13	£170	£294	3.52%
Pevensey	13	£170	£294	3.52%
Wadhurst	15	£170	£294	3.52%
<u>Level 2</u>				
Forest Row	15	£421	£662	8.73%
Willingdon/Jevington	19	£421	£662	8.73%
Polegate	15	£421	£662	8.73%
Heathfield/Waldron	21	£421	£662	8.73%
<u>Level 3</u>				
Hailsham	24	£1,344	£1,856	27.86%
Uckfield	15	£1,344	£1,856	27.86%
Crowborough	16	£1,344	£1,856	27.86%

2003 No. 1021

LOCAL GOVERNMENT, ENGLAND

**The Local Authorities (Members' Allowances) (England)
Regulations 2003**

Made - - - - 7th April 2003

Laid before Parliament 7th April 2003

Coming into force 1st May 2003

ARRANGEMENT OF REGULATIONS

PART 1

General

1. Citation, commencement and application
2. Interpretation
3. Application of these Regulations

PART 2

Allowances

4. Basic allowance
5. Special responsibility allowance
6. Special responsibility allowance for members of the Association of London Government
7. Dependants' carers' allowance
8. Travelling and subsistence allowance
9. Co-optees' allowance

PART 3

Schemes

10. Requirements for schemes
11. Pensions
12. Transitional provisions for revocation of allowance schemes
13. Elections to forgo allowances
14. Claims and payments
15. Records of allowances
16. Publicity
17. Transitional provisions

PART 4

Independent remuneration panels

18. Application of this Part

19. Duty to have regard to recommendations
20. Independent remuneration panels
21. Recommendations of panels
22. Publicity for recommendations of panels
23. Transitional provisions for independent remuneration panels

PART 5

Parish councils

24. Application of this Part
25. Parish basic allowance
26. Parish travelling and subsistence allowance
27. Parish remuneration panels
28. Recommendations of parish remuneration panels
29. Levels of allowances
30. Publicity in respect of reports of parish remuneration panels
31. Records of parish allowances
32. Elections to forgo parish allowances

PART 6

Transitional provisions, revocation and disapplications

33. Revocation
34. Disapplication

The First Secretary of State in exercise of the powers conferred on him by sections 18 and 190(1) of the Local Government and Housing Act 1989^(a) and sections 100 and 105(2), (3) and (4) of the Local Government Act 2000^(b), and of all other powers enabling him in that behalf, and having carried out such consultation as is required by section 100(5) of the Local Government Act 2000, hereby makes the following Regulations—

PART 1

GENERAL

Citation, commencement and application

1.—(1) These Regulations may be cited as the Local Authorities (Members' Allowances) (England) Regulations 2003 and shall come into force on 1st May 2003.

(2) These Regulations apply in England only^(c).

Interpretation

2. In these Regulations—

“the Association of London Government” means the body known by that name and established on 1st April 2000 as a joint committee by the London borough councils and the Corporation of the City of London;

“basic allowance” has the same meaning as in regulation 4 of these Regulations;

^(a) 1989 c.42; section 18 is amended by paragraph 37 of Schedule 4 to the Police and Magistrates Court Act 1994 (c.29), paragraph 97 of Schedule 37 to the Education Act 1996 (c.56) and section 99 of the Local Government Act 2000 (c.22).

^(b) 2000 c.22.

^(c) The Secretary of State's functions under sections 18 and 190 of the Local Government and Housing Act 1989, so far as exercisable in relation to Wales are transferred to the National Assembly for Wales by article 2 of the National Assembly for Wales (Transfer of Functions) Order 1999 (S.I. 1999/672); *see* the entry in Schedule 1 for the Local Government and Housing Act 1989 and *see* section 106(3) of the Local Government Act 2000. *See* also section 100(7) of the Local Government Act 2000 for the power of the National Assembly for Wales to make regulations in relation to allowances. The Secretary of State's functions under the Local Government and Housing Act 1989, so far as exercisable in relation to Scotland, are now functions of the relevant Scottish minister by virtue of the Scotland Act 1998 (c.46).

- “co-optees’ allowance” has the same meaning as in regulation 9 of these Regulations;
- “dependants’ carers’ allowance” has the same meaning as in regulation 7 of these Regulations;
- “independent remuneration panel” means a panel or joint panel established under regulation 20 of these Regulations;
- “local government elector” means a person entitled to vote as an elector at a local government election in accordance with section 2 of the Representation of the People Act 1983^(a);
- “parish basic allowance” has the same meaning as in regulation 25 of these Regulations;
- “parish remuneration panel” means a panel or joint panel established under regulation 27 of these Regulations;
- “parish travelling and subsistence allowance” has the same meaning as in regulation 26 of these Regulations;
- “political group” means a group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990^(b);
- “proper officer” shall be construed in accordance with section 270(3) of the Local Government Act 1972^(c);
- “recommendation” means a recommendation made by a panel in accordance with regulations 21 and 28;
- “the scheme” means the scheme for the payment of allowances made in accordance with Parts 2 and 3 of these Regulations;
- “special responsibility allowance” has the same meaning as in regulation 5 of these Regulations;
- “travelling and subsistence allowance” has the same meaning as in regulation 8 of these Regulations;
- “unitary county council” means a county council for an area for which there is no district council; and
- “year” means—
- (a) the period beginning on the date of the coming into force of these Regulations and ending on 31st March 2004; and
 - (b) any period of 12 months ending on 31st March in any year after 2004.

Application of these Regulations

3.—(1) Any reference in this Part and Parts 2 and 3 of these Regulations to an authority shall, unless otherwise specified be construed as a reference to a body of one of the following descriptions—

- (a) a district council;
- (b) a county council;
- (c) a London borough council;
- (d) the Council of the Isles of Scilly;
- (e) a fire authority constituted by a combination scheme under the Fire Services Act 1947^(d);

^(a) 1983 c.2; section 2 was substituted by section 1(1) of the Representation of the People Act 2000 (c.2).

^(b) S.I. 1990/1553, amended by S.I. 1991/1398.

^(c) 1972 c.70.

^(d) 1947 c.41.

- (f) a joint authority established by Part IV of the Local Government Act 1985^(a);
 - (g) the London Fire and Emergency Planning Authority^(b);
 - (h) the Broads Authority^(c);
 - (i) a National Park authority^(d); and
 - (j) a conservation board of an area of outstanding natural beauty^(e);
- (2) For the purposes of section 18 of the Local Government and Housing Act 1989—
- (a) the bodies referred to at sub-paragraphs (h) and (j) of paragraph (1) are hereby designated as relevant authorities^(f); and
 - (b) any member of an authority listed in paragraph (1) shall be treated as if he were a councillor^(g).

PART 2

ALLOWANCES

Basic allowance

- 4.—(1) An authority shall—
- (a) make a scheme in accordance with these Regulations which shall provide for the payment of an allowance in respect of each year to each member of an authority, and the amount of such an allowance shall be the same for each such member (“basic allowance”); and
 - (b) pay basic allowance and any other allowance permitted by these Regulations only in accordance with such a scheme.
- (2) In relation to basic allowance, the scheme shall—
- (a) specify the amount of entitlement by way of basic allowance in respect of any year to which it relates; and
 - (b) provide that where the term of office of a member begins or ends otherwise than at the beginning or end of a year, his entitlement shall be to payment of 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 as member subsists bears to the number of days in that year.
- (3) The scheme may specify that where a member is suspended or partially suspended^(h) 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, the part of basic allowance payable to him in respect of the period for which he is suspended or partially suspended may be withheld by the authority.

Special responsibility allowance

- 5.—(1) A scheme made under this Part may provide, in accordance with paragraph (2), for the payment for each year for which that scheme relates of an allowance (“special responsibility allowance”) to such members of the authority as have such special responsibilities in relation to the authority as are specified in the scheme and are within one or more of the following categories—

-
- (a) 1985 c.51.
 - (b) Established by Part VII of the Greater London Authority Act 1999 (c.29).
 - (c) Established by the Norfolk and Suffolk Broads Act 1988 (c.4).
 - (d) As established by the Environment Act 1995 (c.25). Under paragraph 11 of Schedule 7 to that Act, a National Park authority is a relevant authority for the purposes of section 18 of the Local Government and Housing Act 1989.
 - (e) See section 86 of and Schedule 13 to the Countryside and Rights of Way Act 2000 (c.37) for provisions as to the establishment of conservation boards.
 - (f) Section 18(5)(b) of the Local Government and Housing Act 1989 provides that Regulations made under section 18 may apply to a body on which any relevant authority within the meaning of that section is represented and which is designated a relevant authority.
 - (g) Section 18(6) of the Local Government and Housing Act 1989 provides that any reference to a councillor in that section includes a reference to a member of the authority concerned who, in accordance with regulations made under that section, is to be treated as if he were a councillor.
 - (h) See section 83(7) to (10) of the Local Government Act 2000.

- (a) acting as leader or deputy leader of a political group within the authority;
- (b) acting as a member of an executive where the authority are operating executive arrangements within the meaning of Part II of the Local Government Act 2000;
- (c) presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee;
- (d) representing the authority at meetings of, or arranged by, any other body;
- (e) acting as a member of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods;
- (f) acting as the spokesman of a political group on a committee or sub-committee of the authority;
- (g) acting as a member of an adoption panel within the meaning of the Adoption Agencies Regulations 1983(a);
- (h) acting as a member of any committee or sub-committee that deals with any function arising under any enactment authorising the authority to license or control the carrying on of any activity;
- (i) carrying out such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned in sub-paragraphs (a) to (h) (whether or not that activity is specified in the scheme).

(2) Any scheme making such provision as is mentioned in paragraph (1) shall—

- (a) specify the amount of each special responsibility allowance, which need not be the same;
- (b) provide that, where—
 - (i) members of an authority are divided into at least two political groups; and
 - (ii) a majority of members of the authority belong to the same political group (“the controlling group”),

a special responsibility allowance shall be paid to at least one person who is not a member of the controlling group and has special responsibilities described in paragraph (1)(a) or (f); and

- (c) provide that where a member does not have throughout the whole of a year any such special responsibilities as entitle him to a special responsibility allowance, his entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

(3) The scheme may specify that 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, the part of special responsibility allowance payable to him in respect of the responsibility or duties from which he is suspended or partially suspended may be withheld by the authority.

Special responsibility allowance for members of the Association of London Government

6.—(1) For the purposes of regulation 5—

- (a) references to an authority shall include the Association of London Government(b), which is hereby designated for the purposes of section 18 of the Local Government and Housing Act 1989;
- (b) references to members shall, in relation to that body, be references to its members who are also members of London borough councils; and

(a) S.I. 1983/1964, as amended by S.I. 1997/649 and 2001/2237.

(b) See section 18(5)(b) of the Local Government and Housing Act 1989 which provides that Regulations made under section 18 may apply to a body on which any relevant authority within the meaning of that section is represented and which is designated a relevant authority.

- (c) references in regulation 5 to a scheme made under this Part shall, in relation to the Association of London Government, be construed as references to a scheme established by the Association of London Government for the payment of special responsibility allowance only, in accordance with regulation 5 and the Association of London Government is hereby authorised to make such a scheme in accordance with these Regulations.
- (2) Where the Association of London Government pays special responsibility allowance to such members—
 - (a) Part 3 of these Regulations shall apply to that body in respect of its payments of special responsibility allowance as it applies to an authority; and
 - (b) Part 4 of these Regulations shall apply to that body as it applies to an authority as regards an independent remuneration panel established by regulation 20(1)(c).

Dependants' carers' allowance

7.—(1) A scheme may provide for the payment to members of an authority of an allowance (“dependants’ carers’ allowance”) in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in—

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that—
 - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) 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;
- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools)(a); and
- (h) the carrying out of any other duty approved by the authority, 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 any of its committees or sub-committees.

(2) For the purposes of this regulation, “authority” means an authority of any description specified in sub-paragraphs (a) to (c) of regulation 3(1).

Travelling and subsistence allowance

8.—(1) A scheme may provide for the payment to members of an authority of an allowance in respect of travelling and subsistence (“travelling and subsistence allowance”), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport,

(a) 1996 c.56; section 342 was substituted by paragraph 82 of Schedule 30 to the School Standards and Framework Act 1998 (c.31).

undertaken in connection with or relating to such duties as are specified in the scheme and are within one or more of the following categories—

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that—
 - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) 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;
- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and
- (h) the carrying out of any other duty approved by the authority, 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) A scheme may specify that 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 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 authority.

(3) For the purposes of this regulation—

- (a) a member of a committee or sub-committee of an authority is to be treated as a member of an authority; and
- (b) an authority includes, in addition to those bodies referred to in regulation 3(1), the following bodies—
 - (i) an authority established under section 10 of the Local Government Act 1985 (waste disposal authorities)(a); and
 - (ii) a joint board upon which a body referred to in regulation 3(1)(a) to (h) is represented.

Co-optees' allowance

9.—(1) The scheme may provide for the payment of an allowance for each year to a member in respect of attendance at conferences and meetings (“co-optees’ allowance”).

(a) 1985 c.51. Section 10 was amended by paragraph 26 of Schedule 15 to the Environmental Protection Act 1990 (c.43).

(2) In relation to co-optees' allowance, the scheme shall—

- (a) specify the amount of entitlement by way of co-optees' allowance in respect of any year to which it relates; and
- (b) provide that where the appointment of a member begins or ends otherwise than at the beginning or end of a year, his entitlement shall be to payment of such part of the co-optees' allowance as bears to the whole the same proportion as the number of days during which his term of office as member subsists bears to the number of days in that year.

(3) The scheme may specify that 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 co-optees' allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the authority.

(4) The amount of co-optees' allowance payable to any member who presides at a meeting of an overview and scrutiny committee, where that committee's functions under section 21 of the Local Government Act 2000 relate wholly or partly to any education functions which are the responsibility of the authority's executive, shall not be less than the minimum amount of any special responsibility allowance payable under that authority's scheme to a person who presides at meetings of any other other authority's committees or sub-committees.

(5) For the purposes of paragraphs (1) to (4) of this Regulation, "member" means a person who is not a member of the authority but who is a member of a committee or sub-committee of an authority.

PART 3

SCHEMES

Requirements for schemes

10.—(1) Before the beginning of each year, an authority shall make the scheme required by regulation 4(1)(a) for the payment of basic allowance for that year.

(2) The scheme shall also make provision for the following allowances if an authority intends to make such payments in respect of the year—

- (a) special responsibility allowance;
- (b) dependants' carers' allowance;
- (c) travelling and subsistence allowance; and
- (d) co-optees' allowance.

(3) Subject to regulation 12 the scheme may be amended at any time but may only be revoked with effect from the beginning of a year.

(4) A scheme may make provision for an annual adjustment of allowances by reference to such index as may be specified by the authority and where the only change made to a scheme in any year is that effected by such annual adjustment in accordance with such index the scheme shall be deemed not to have been amended.

(5) Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.

(6) Where an amendment is to be made which affects an allowance payable for the year in which the amendment is made, the scheme may provide for the entitlement to such allowance as amended to apply with effect from the beginning of the year in which the amendment is made.

(7) A scheme may provide that where payment of any 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,

the authority may require that such part of the allowance as relates to any such period be repaid to the authority.

(8) Where the scheme is revoked in accordance with this regulation or regulation 12, an authority shall before the revocation takes effect make a further scheme for the period beginning with the date on which the revocation takes effect and ending at the end of the year in question.

(9) A scheme must make provision to ensure that where a member of an authority is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.

Pensions

11.—(1) A scheme made by a district council, county council or a London borough council shall set out—

- (a) which members of the authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972^(a); and
- (b) whether the basic allowance or the special responsibility allowance, or both, may be treated as amounts in respect of which such pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

(2) In making such provision an authority may only include someone who has first been recommended by the independent remuneration panel established in respect of that authority for such entitlement under regulation 21.

Transitional provisions for revocation of allowance schemes

12. Where an independent remuneration panel has produced a report in accordance with regulation 21, a district, county or London borough council may, notwithstanding regulation 10(3), revoke an allowance scheme at any time once that council has begun to operate—

- (a) executive arrangements, where they are being operated in place of existing alternative arrangements;
- (b) alternative arrangements, where they are being operated in place of existing executive arrangements; or
- (c) different executive arrangements which involve an executive which takes a different form.

Elections to forgo allowances

13. The scheme shall provide that a person may, by notice in writing given to the proper officer of the authority, elect to forgo his entitlement or any part of his entitlement to allowances.

Claims and payments

14.—(1) The scheme shall specify a time limit from the date on which an entitlement to each of the following allowances arises during which a claim for such allowances must be made by the person to whom they are payable—

- (a) dependants' carers' allowance;
- (b) travelling and subsistence allowance; and
- (c) co-optees' allowance.

(2) Nothing in paragraph (1) shall prevent an authority from making a payment where the allowance is not claimed within the period specified in the scheme.

^(a) 1972 c.11. See also the Local Government Pension Scheme Regulations 1997 (S.I. 1997/1612), as amended by S.I. 1997/1613, 1998/1238, 1998/2118, 1999/1212, 1999/3438, 2000/1005, 2000/1164, 2000/3025, 2001/770, 2001/1481, 2001/3401, 2002/206 and 2002/819.

(3) The scheme may provide for payments of allowances to be made at such times as may be specified in it, and different times may be specified for different allowances.

Records of allowances

15.—(1) An authority shall keep a record of the payments made by it in accordance with a scheme.

(2) Such a record shall—

- (a) specify the name of the recipient of the payment and the amount and nature of each payment;
- (b) be available, at all reasonable times, for inspection and at no charge—
 - (i) where it is kept by an authority specified in regulation 3(1)(a) to 3(1)(d), by any local government elector for the area of that authority; and
 - (ii) where it is kept by any other authority, by any local government elector of any authority specified in regulation 3(1)(a) to 3(1)(d) in whose area that other authority exercises functions; and
- (c) be supplied in copy to any person who requests such a copy and who pays to the authority such reasonable fee as it may determine.

(3) As soon as reasonably practicable after the end of a year to which the scheme relates, an authority shall make arrangements for the publication within the authority's area of the total sum paid by it in the year under the scheme to each recipient in respect of each of the following—

- (a) basic allowance;
- (b) special responsibility allowance;
- (c) dependants' carers' allowance;
- (d) travelling and subsistence allowance; and
- (e) co-optees' allowance.

Publicity

16.—(1) An authority shall, as soon as reasonably practicable after the making or amendment of a scheme, make arrangements for its publication by—

- (a) ensuring that copies of the scheme are available for inspection by members of the public at the principal office of the authority, at all reasonable hours; and
- (b) publishing in one or more newspapers circulating in its area, a notice which—
 - (i) states that the authority has made or amended a scheme and specifies the period of time for which the scheme has effect;
 - (ii) describes the main features of the scheme and specifies the amounts payable in respect of each allowance mentioned in the scheme;
 - (iii) describes any responsibilities or duties specified in the scheme in accordance with regulations 5(1) and 8(1) in relation to special responsibility allowance and travelling and subsistence allowance;
 - (iv) confirms that in making or amending the scheme, the authority complied with any duty arising under regulation 19 to have regard to the recommendations of an independent remuneration panel;
 - (v) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in its report for that authority;
 - (vi) states that copies of the scheme and copies of a record kept in accordance with regulation 15(1) and (2) are available at the principal office of the authority for inspection by members of the public at such times as may be specified by the authority in the notice; and
 - (vii) specifies the address of the principal office of the authority at which such copies are made available.

(2) An authority shall ensure that a notice in the form required under sub-paragraph (b) is published in one or more newspapers circulating in its area as soon as possible after the expiration

of twelve months after the previous publication of such a notice, irrespective of whether the scheme has been amended during that twelve month period.

(3) An authority shall supply a copy of the scheme to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

Transitional provisions

17.—(1) Notwithstanding regulation 33, any scheme made by an authority in accordance with the Local Authorities (Members' Allowances) regulations 1991^(a) as amended shall continue in force up to and including 29th September 2003 or until a new scheme in accordance with these Regulations is made by the authority, if sooner.

(2) An authority shall make a scheme in accordance with these Regulations on or prior to 30th September 2003.

(3) Where an authority first makes a scheme in accordance with these Regulations it shall revoke any previous scheme for the payment of allowances and ensure that the scheme made in accordance with these Regulations takes effect on the date that the revocation of the previous scheme takes effect.

(4) Subject to paragraph (5), any scheme made by an authority in accordance with these Regulations between the coming into force of these Regulations and 30th September 2003 may make provision for any allowance payable in accordance with such a scheme to be payable as if the scheme had been in force with effect from 1st May 2003.

(5) Any provision made in accordance with paragraph (4) shall not permit a member to receive a greater amount in total under the provisions of that scheme and any previous scheme, in respect of any duty carried out between the coming into force of these Regulations and the making of a scheme in accordance with these Regulations, than he would have received had the scheme been in effect from the 1st May 2003.

PART 4

INDEPENDENT REMUNERATION PANELS

Application of this Part

18. Any reference in this Part to an authority, unless otherwise specified, shall be construed as a reference to a body of one of the following descriptions—

- (a) a district council;
- (b) a county council; and
- (c) a London borough council.

Duty to have regard to recommendations

19.—(1) Before an authority referred to in regulation 3(1)(a), (b), or (c) makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel.

(2) Before an authority referred to in regulation 3(1)(e), (f), (g), (h), (i) or (j) makes or amends a scheme that authority shall have regard to the recommendations made by any independent remuneration panels in relation to any authority of a description referred to in regulations 3(1)(a), (b) or (c) by which any of its members are nominated.

Independent remuneration panels

20.—(1) An independent remuneration panel shall be established in respect of each authority by one of the following means—

- (a) by an authority in which case that panel shall exercise the functions specified in regulation 21 in respect of that authority;
- (b) jointly by any authorities in which case that panel shall exercise the functions specified in regulation 21 in respect of the authorities which established it; or

^(a) S.I. 1991/351, as amended by S.I. 1995/553, S.I. 1996/469, S.I. 2000/622, S.I. 2000/623 and S.I. 2001/1280.

(c) by the Association of London Government in which case that panel shall exercise the functions specified in regulation 21 in respect of any London borough councils, but there shall not be more than one panel which makes recommendations in respect of an authority.

(2) An independent remuneration panel shall consist of at least three members none of whom—

(a) is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority; or

(b) is disqualified^(a) from being or becoming a member of an authority.

(3) An authority may pay the expenses incurred by an independent remuneration panel established under paragraph (1)(a) or (1)(b) in carrying out its functions and may pay the members of the panel such allowances or expenses as the authority or authorities for which it makes recommendations may determine.

(4) The Association of London Government may pay the expenses incurred by an independent remuneration panel established under paragraph (1)(c) in carrying out its functions and may pay the members of the panel such allowances or expenses as it may determine.

Recommendations of panels

21.—(1) An independent remuneration panel shall produce a report in relation to the authority or authorities in respect of which it was established, making recommendations—

(a) as to the responsibilities or duties in respect of which the following should be available—

(i) special responsibility allowance;

(ii) travelling and subsistence allowance; and

(iii) co-optees' allowance;

(b) as to the amount of such allowances and as to the amount of basic allowance;

(c) as to whether dependants' carers' allowance should be payable to members of an authority, and as to the amount of such an allowance;

(d) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);

(e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;

(f) as to which members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972; and

(g) as to treating basic allowance or special responsibility allowance, or both, as amounts in respect of which such pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

(2) A copy of a report made under paragraph (1) shall be sent to each authority in respect of which recommendations have been made.

(3) An independent remuneration panel may make different recommendations in relation to each of the authorities for which it exercises functions.

Publicity for recommendations of panels

22.—(1) Once an authority receives a copy of a report made to it by an independent remuneration panel in accordance with regulation 21, it shall, as soon as reasonably practicable—

(a) ensure that copies of that report are available for inspection by members of the public at the principal office of the authority, at all reasonable hours; and

^(a) See section 80 of the Local Government Act 1972 (c.70) and section 79 and 83(11) of the Local Government Act 2000.

- (b) publish in one or more newspapers circulating in its area, a notice which—
 - (i) states that it has received recommendations from an independent remuneration panel in respect of its scheme;
 - (ii) describes the main features of that panel’s recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority;
 - (iii) states that copies of the panel’s report are available at the principal office of the authority for inspection by members of the public at such times as may be specified by the authority in the notice; and
 - (iv) specifies the address of the principal office of the authority at which such copies are made available.

(2) An authority shall supply a copy of a report made by an independent remuneration panel in accordance with regulation 21 to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

Transitional provisions for independent remuneration panels

23. Notwithstanding regulation 33(1)(f), any independent remuneration panel established under the Local Authorities (Members’ Allowances) (England) Regulations 2001^(a) shall continue in being and shall constitute an independent remuneration panel for the purposes of these Regulations as if it had been established under regulation 20, although where the composition of such a panel does not comply with these Regulations, the authority or authorities or other body by which it is established must ensure that the panel does so comply within four months of the date on which these Regulations come into force.

PART 5

PARISH COUNCILS

Application of this Part

24. Any reference in this Part—

- (a) to an authority is, unless otherwise specified, a reference to a parish council;
- (b) to a member is, unless otherwise specified, a reference to an elected member of a parish council;
- (c) to a responsible authority is, in relation to a parish council, a reference to the district council or unitary county council—
 - (i) where the parish council is the council for one parish, in whose area the parish council is situated; or
 - (ii) where the parish council is the council for a group of parishes^(b), in whose area all the parishes in the group are situated or, where that is not the case, in whose area the greatest number of local government electors for the parishes in the group is situated; and
- (d) to an establishing authority is, in relation to a parish remuneration panel, a reference to the responsible authority that established that parish remuneration panel.

Parish basic allowance

25.—(1) An authority may pay an allowance for each year (“parish basic allowance”)—

- (a) to its chairman^(c) only; or
- (b) to each of its members,

and the amount of that allowance payable to its chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such member.

^(a) S.I. 2001/1280.

^(b) See section 11 of the Local Government Act 1972 for the procedure by which parish councils may be grouped.

^(c) See section 15(1) of the Local Government Act 1972 for the duty to elect a chairman from among the councillors of a parish council.

(2) Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

(3) Subject to paragraph (4), where an authority proposes to pay parish basic allowance in any year to its members and the term of office of any member begins or ends otherwise than at the beginning or end of a year, that member's entitlement shall be to payment of such part of the parish 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 an authority proposes to pay parish basic allowance in any year—

(a) to its chairman only; or

(b) to all its members but at a higher level to the chairman,

and the term of office of the chairman as chairman begins or ends otherwise than at the beginning or end of a year, his entitlement for the period during which he holds the office of chairman shall be to payment of such part of the parish basic allowance to which he is entitled as chairman as bears to the whole the same proportion as the number of days during which his term of office as chairman subsists bears to the number of days in that year.

(5) 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, the part of the parish basic allowance payable to him in respect of the period for which he is suspended or partially suspended may be withheld by the authority.

(6) An authority shall, as soon as reasonably practical after setting the levels at which any parish basic allowance is to be paid and to whom, arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice or notices containing the following information—

(a) any recommendation in respect of parish basic allowance made by the parish remuneration panel;

(b) the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and

(c) a statement that in reaching the decision on the matters referred to in sub-paragraph (b) the authority has had regard to the recommendation of the parish remuneration panel.

(7) An authority shall ensure that it keeps a copy of the information referred to in paragraph (6) available for inspection by members of the public on reasonable notice.

(8) An authority may require that where payment of parish basic 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.

(9) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any duties carried out by the member during that same period, under any of the provisions referred to in regulation 34(1).

Parish travelling and subsistence allowance

26.—(1) An authority may 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 authority or of any committee or sub-committee of the authority, or of any other body to which the authority 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 authority is a member;
- (c) the performance of any duty in pursuance of any standing order made 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 by the authority, 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 authority.

(3) An authority 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) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any travelling and subsistence expenses incurred by the member during that same period, under any of the provisions referred to in regulation 34(1).

Parish remuneration panels

27.—(1) A parish remuneration panel may be established—

- (a) by a responsible authority and shall make recommendations in respect of the authorities for which the establishing authority is the responsible authority; or
- (b) jointly by any responsible authorities and shall make recommendations in respect of the authorities for which the establishing authorities are the responsible authorities.

(2) Subject to paragraph (3), a parish remuneration panel shall consist of those persons who are also members of the independent remuneration panel which exercises functions in respect of the establishing authority or authorities.

(3) A parish remuneration panel shall not include any member who is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority.

(4) The authorities in respect of which a parish remuneration panel established under paragraph (1) makes recommendations shall each pay to the parish remuneration panel an equal share of the amount of the expenses incurred by that panel in carrying out that panel's functions.

Recommendations of parish remuneration panels

28.—(1) A parish remuneration panel shall produce a report in relation to the members of the authorities in respect of which it was established, making recommendations, in accordance with the provisions of regulation 29, as to—

- (a) the amount of parish basic allowance payable to members of such authorities;
- (b) the amount of travelling and subsistence allowance payable to members of such authorities;

- (c) whether parish basic allowance should be payable only to the chairman of any such authority or to all of its members;
 - (d) whether, if parish basic allowance should be payable to both the chairman and the other members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and
 - (c) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.
- (2) A copy of a report made under paragraph (1) shall be sent to each authority in respect of which recommendations have been made.

Levels of allowances

29.—(1) A parish remuneration panel may, in making its recommendations in accordance with regulations 27 and 28, either—

- (a) apply the same recommended levels of parish basic allowance and parish travelling and subsistence allowance to all the authorities in respect of which it was established; or
 - (b) make different recommendations for different authorities.
- (2) A parish remuneration panel shall express its recommendation as to the level of parish basic allowance, in respect of a parish or parishes, as a percentage of the sum that an independent remuneration panel has recommended as the level of basic allowance for the establishing authority which is the responsible authority for that parish or parishes.
- (3) The percentage referred to in paragraph (2) may be one hundred per cent.
- (4) A parish remuneration panel shall also express its recommendation as to the level of parish basic allowance as a monetary sum being a monetary sum equivalent to the percentage expressed in accordance with paragraphs (2) and (3).

Publicity in respect of reports of parish remuneration panels

30.—(1) Once an authority receives a copy of a report made to it by a parish remuneration panel in accordance with regulation 28, it shall, as soon as reasonably practicable—

- (a) ensure that copies of that report are available for inspection by members of the public on reasonable notice; and
- (b) arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice which—
 - (i) states that it has received recommendations from a parish remuneration panel in respect of allowances;
 - (ii) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority; and
 - (iii) states that copies of the panel's report are available for inspection on reasonable notice and gives details of the manner in which notice should be given of an intention to inspect the report.

(2) An authority shall supply a copy of a report made by a parish remuneration panel in accordance with regulation 28 to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

Records of parish allowances

31.—(1) An authority shall keep a record of the payments made by it in respect of—

- (a) parish basic allowance; and
 - (b) parish travelling and subsistence allowance.
- (2) Such a record shall—
- (a) specify the name of the recipient and the amount and nature of each payment;
 - (b) be available for inspection on reasonable notice and at no charge, by any local government elector for the area of that authority; and

- (c) be supplied in copy to any person who is entitled to inspect a record under paragraph (b) and who requests a copy and pays to the authority such reasonable fee as it may determine.

(3) As soon as reasonably practicable after the end of a year, an authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the authority stating the total sum paid by it in the year to each member in respect of each of the following—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

Elections to forgo parish allowances

32. A member may, by notice in writing given to the proper officer of the authority, elect to forgo his entitlement or any part of his entitlement to allowances.

PART 6

TRANSITIONAL PROVISIONS, REVOCATION AND DISAPPLICATIONS

Revocation

33.—(1) The following Regulations shall be revoked to the extent not already revoked—

- (a) the Local Authorities (Members' Allowances) Regulations 1991**(a)**;
- (b) the Local Authorities (Members' Allowances) (Amendment) Regulations 1995**(b)**;
- (c) the Local Authorities (Members' Allowances) (Amendment) Regulations 1996**(c)**;
- (d) the Local Authorities (Members' Allowances) (Amendment) (England) Regulations 2000**(d)**;
- (e) the Local Authorities (Members' Allowances) (Amendment) (England) (No. 2) Regulations 2000**(e)**; and
- (f) the Local Authorities (Members' Allowances) (England) Regulations 2001**(f)**.

(2) Paragraph 4 of the Schedule to the Greater London Authority Act 1999 (Consequential Amendments of Subordinate Legislation) (Fire etc. Authority) Order 2000**(g)** shall be revoked.

Disapplication

34.—(1) Subject to paragraphs (2) and (3), the following shall be disapplied as respects authorities—

- (a) sections 173 to 175 of the Local Government Act 1972**(h)**;
- (b) section 176(1)(a) and (2) of that Act; and
- (c) section 18(2)(b) of the Local Government and Housing Act 1989**(i)**,

for all purposes other than—

- (i) the payment of any allowance payable to members of an admissions appeal panel constituted in accordance with regulations made by the Secretary of State under the provisions of the School Standards and Framework Act 1998**(j)**; and

(a) S.I. 1991/351, as amended by S.I. 1995/553, S.I. 1996/469, S.I. 2000/622, S.I. 2000/623 and S.I. 2001/1280.

(b) S.I. 1995/553.

(c) S.I. 1996/469.

(d) S.I. 2000/622.

(e) S.I. 2000/623.

(f) S.I. 2001/1280.

(g) S.I. 2000/1553 which amended regulation 5 of S.I. 1991/351.

(h) 1972 c.70; section 173 is amended by section 24(1) of the Local Government, Planning and Land Act 1980 (c.65) and by section 194 of and Schedule 11 to the Local Government and Housing Act 1989 (c.42); section 173A was inserted by section 24 of the Local Government, Planning and Land Act 1980 (c.65) and is amended by section 7 of the Miscellaneous Financial Provisions Act 1983 (c.29) and by section 194 of and Schedule 11 to the Local Government and Housing Act 1989 (c.42); section 174 is amended by section 25 of the Local Government, Planning and Land Act 1980 (c.65); section 175 is amended by section 25 of the Local Government, Planning and Land Act 1980 (c.65), section 11 of and Schedule 5 to the Water Act 1983 (c.23), section 194 of and Schedule 11 to the Local Government and Housing Act 1989 (c.42) and section 328 of and Schedule 29 to the Greater London Authority Act 1999 (c.29).

(i) To which there are amendments not relevant to this provision.

(j) 1998 c.31. The Education (Admissions Appeals Arrangements) (England) Regulations 2002 (S.I. 2002/2899) have been made under the provisions of section 94 of the School Standards and Framework Act 1998.

- (ii) the payment of any allowance payable to members of an exclusions appeal panel constituted in accordance with regulations made by the Secretary of State under the provisions of the Education Act 2002^(a).

(2) As respects parish councils the provisions referred to in paragraph (1) shall be disapplied with effect from 30th September 2003.

(3) As respects any other authority the provisions referred to in paragraph (1) shall be disapplied with effect from the date upon which such authority makes a scheme in accordance with Parts 2 and 3 of these Regulations.

(4) In this regulation, the reference to “authorities” is a reference to the following bodies—

- (a) a district council;
- (b) a county council;
- (c) a London borough council;
- (d) the Council of the Isles of Scilly;
- (e) a fire authority constituted by a combination scheme under the Fire Services Act 1947^(b);
- (f) a joint authority established by Part IV of the Local Government Act 1985^(c);
- (g) the London Fire and Emergency Planning Authority^(d);
- (h) the Broads Authority^(e);
- (i) a National Park authority^(f);
- (j) a conservation board of an area of outstanding natural beauty^(g); and
- (k) a parish council.

Signed by authority of the First Secretary of State

7th April 2003

Nick Raynsford
Minister of State,
Office of the Deputy Prime Minister

^(a) 2002 c.32. The Education (Pupil Exclusions and Appeals) (Maintained Schools) (England) Regulations 2002 (S.I. 2002/3178) and the Education (Pupil Exclusions and Appeals) (Pupil Referral Units) (England) Regulations 2002 (S.I. 2002/3179) have been made under the provisions of section 52 of the Education Act 2002.

^(b) 1947 c.41.

^(c) 1985 c.51.

^(d) Established by Part VII of the Greater London Authority Act 1999 (c.29).

^(e) Established by the Norfolk and Suffolk Broads Act 1988 (c.4).

^(f) Established by the Environment Act 1995 (c.25).

^(g) See section 86 of and Schedule 13 to the Countryside and Rights of Way Act 2000 (c.37) for provisions as to the establishment of conservation boards.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations make provisions about the payment of allowances to members of local authorities and certain related bodies.

Part 1 makes provision about the application of certain provisions of the Regulations and provides that certain bodies are to be considered as relevant bodies for the purposes of section 18 of the Local Government and Housing Act 1989.

Part 2 requires certain authorities to prepare schemes for the payment of allowances to their members. Authorities making schemes are required to make provision for the payment of basic allowance (regulation 4) and may also provide for the payment of special responsibility allowance (regulation 5), dependants' carers' allowance (regulation 7) travelling and subsistence allowance (regulation 8) and co-optees' allowance (regulation 9).

Part 3 makes provision in respect of the requirements and administration of such schemes. It also makes provision in respect of the records that must be kept of payments and in respect of the publicity that must be given to the features of a scheme and to the payments made thereunder. This Part also make provision concerning members' entitlement to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972 and concerning which allowances may be treated as amounts in respect of which pensions are payable.

Part 4 makes provision in respect of the establishment of independent remuneration panels whose function is to make recommendations concerning allowances.

Part 5 makes provision in respect of payment of allowances to members of parish councils. Parish councils may pay parish basic allowance (regulation 25) and parish travelling and subsistence allowance (regulation 26) to their members. In setting the levels of such allowances parishes must have regard to the recommendations of parish remuneration panels. This Part also makes provision in respect of the publicity that must be given to such recommendations. It also makes provision in respect of the records that must be kept of payments made and in respect of the publicity that must be given to such payments.

Part 6 revokes existing regulations relating to members' allowances and disapplies certain statutory provisions relating to allowances.

2003 No. 1021

LOCAL GOVERNMENT, ENGLAND

**The Local Authorities (Members' Allowances) (England)
Regulations 2003**

£3.50

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E0604 5/03 ON (MFK)

Report to: Hailsham Town Council

Date: 27th January 2021

By: Michelle Hagger, Finance Officer

Title of report: Precept and Budget 2021-2022

1. PURPOSE:

- To consider the recommendations of the Finance, Budget, Resource & Staffing Committee (13th January 2021) and any additional resolutions or budget pressures that will affect the budget for 2021-2022
- To resolve the precept for the financial year April 2021 to March 2022 to be requisitioned from Wealden District Council

2. BACKGROUND

2.1 FBRSC Meeting 13.01.2021

The Finance, Budget, Resource & Staffing Committee last met on 13th January 2021 to agree the final budget and the precept to be requisitioned from Wealden District Council.

This involved discussions around changes to the Hailsham Tax Base, Annual Grants, and CIL expenditure.

The key changes and points of note were:

- Cemetery Pathways and Wet pour replacement at various play areas to be fulfilled by using CIL receipts as apposed to adding to the revenue budget (saving >£40,000)
- Removal of Annual Grants for 2021-2022 including CAB. This was discussed and it was advised to seek Trust approval to charge peppercorn rent for the next 2 years and only apply the difference to the 2021-2022 budget.
- The Councils newsletter to be reduced to 2 additions per year (saving £3,300)
- The Maintenance plan to remain in the budget as maintenance work on the council assets is required.
- Hailsham's Tax Base has increase from 7476.4 for 2020-2021 to 7584.2 for 2021-2022, however still below the 2019-2020 level of 7649.3 due to tax base error by WDC in 2019-2020.

2.2 FBRSC Meeting 09.12.2020

The adjustments that had been recommended from the FBRSC budget meeting of 9th December 2020 have been implemented in these budget papers, the adjustments were as follows

- Go through line by line and work out which don't need the blanket 3% increase.
- To review the Maintenance plan and see if any work can be deferred.
- To contact WDC CIL officer in regards to Cemetery Pathway work and Wet Pour replacement at various play areas.
- To review the Annual grants including CAB and deferring them for 2021-2022.
- To reduce the newsletter to fewer editions or looking at changing printer and distributors.

2.3 Council's Reserves:

Council's reserves as at 31.12.20 are as below:

Commuted Sums

a	Balance	780,321.15	
b	CIL	253,876.60	
c	Capital only sums (Ripley)	25,185.00	
d	Public Open Space only commuted sum	13,790.28	
e	Street Lighting Only	6,000.00	
f	Accessible commuted sums	39,450.00	(Balance less committed)

Community Contingency Fund

d	Balance	113,013.00	
e	6% to remain in reserve	68,969.00	(6% of budget £1,149,498)
f	Available balance (d-e)	44,044.00	
g	Total available reserves (d+f)	83,494.00	
h	S106 payment for 'leisure facilities in Hailsham'	0.00	

3. Recommendations of the Finance, Budget, Resource & Staffing Committee (13th January 2021)

1. Council is recommended that Memorial Trusts meet to agree to reducing CAB rent to peppercorn amount for 2 years. No further annual grants to be awarded in 2021-2022
2. Council is recommended that the newsletter to continue with current printer and distributor but to be reduced to 2 editions per year with larger print if possible.

3. Council is recommended that the cemetery pathway work and the wet pour replacement work at various play areas be fulfilled using CIL receipts. And that the wet pour work be undertaken in one year.

4. Council is recommended that no changes to staff terms and condition in contracts of employment and remain under the NJC terms and conditions.

4. Precept for the financial year April 2021 to March 2022 to be requisitioned from Wealden District Council

4.1 Budget for 2021-2022

The budget recommendation for 2021-2022 that has been developed by the Finance, Budget Resource & Staffing Committee totals £1, summarised as follows:

Corporate Resources & Services	£882,801.00
Environment and Leisure	£192,551.00
Corporate Assets and Cemetery	£74,147.00
Total Budget	<u>£1,149,498.00</u>

The detailed reports on the individual areas of proposed budget are included as appendices to this report.

The budget for 2020-2021 was £1,094,327. This therefore represents an overall increase of £55,171.00 (5%)

This budget would be achieved as follows:

Total Budget	1,149,498	%
Breakdown		
Precept (Tax base X Band D rate)	1,147,383	99.81
Grant from WDC	0.00	
Total combined precept + grant	1,147,383	
Drawn from Surplus/Reserves	2,115.00	N/A
Tax Base 2021/22	7584.2	
Band D Council tax Rate	151.29	3.5% increase as per FBR

The budget for 2021-2022 at the time of Finance, Budget, Resource and Staffing committee meeting included £2,115.00 to be drawn from councils' reserves.

4.2 Band D Tax Rate

Council is asked to consider the level at which to set the band D tax rate, and thus the amount of the precept for 2021-2022, taking into account the following:

- The Increase in the tax base for 2021-22 (from 7476.4 to 7584.2)

4.3 Recommendations of Finance, Budget Resource and Staffing Committee with regard to budget, precept and Band D Rate (to be taken as one resolution)

The recommendation of FBRSC 13th January 2021, was to increase band D by 3.2%, however since the meeting it was necessary to add the CAB grant difference as detailed above in 2.1. As such the budget requires 3.5% increase to cover shortfall.

1. The total budget for 2021-2022 is £1,149,498
2. The amount of precept to be requisitioned from Wealden District Council is £1,147,383.00
3. The Band D tax rate is £151.29 (a 3.5% increase)
4. The shortfall in the budget of £2,115.00 is drawn from the council's reserves.

APPENDICES TO THIS REPORT

1. Detailed reports on the individual areas of proposed budget

			2021 - 2022 Estimates			2020/21	Actual	
			Expenditure	Income	Nett	Estimate	2019/20	
(approved by committee)								
			A	B	C	D	E	
101	ALLOTMENTS							
101	4115	Common Pond site - water supply	600		600	159	936	Increased due to increase in water costs
102	4115	Battle Road site - water supply x2	618		618	600	829	
101/102	4201	General Maintenance/Waste Collection (include new site)	1598		1598	1500	2584	3% increase
101/102	1080	Allotment Rent (51 plots @ £39.60 & 36 plots @ £23.10 4@£34.65 4@£11.15)		3034	-3034.4	-3542	-3166	
		Software licence	186		186	180	169	
		Key deposit (Deposits held from previos years)			0	0	4395	
			3002	3034	-32	-1103	5747	
102	WESTERN ROAD RECREATION GROUND							
105	4115	Water & sewerage	700		700	500	1542	Increased due to increase in water costs
105	4201	General maintenance (include Outdoor Gym)	983		983	955	3300	
105	1040	Rent from Beaconsfield/Tennis Club/Pitch hire		1000	-1000	-1000	-880	
		Drainage	2000		2000	2000	0	
		Pavilion Drainage work	7500		7500			DRAINAGE WORK AT THE PAVILION BUT ON HTC LAND
			11183	1000	10183	2455	3962	
	MAURICE THORNTON PLAYING FIELD							
106	4100	Annual rent	1000		1000	1000	1000	
106	4248	Pitch marking paint /Contractor payment	500		500	530	27	Scratch marking only
106	4115	Water	72		72	70	53	Increased due to increase in water costs
106	4201	General maintenance	732		732	711	2850	
		Skate Park Maintenance	515		515	515	0	No increase as carry over from 2019-2020
		Drainage	2000		2000	2000	0	
			4819	0	4819	4826	3930	
	COMMON POND							
107	4201	General maintenance	721		721	721	73	TO REVIEW IN OCTOBER 2020
			721	0	721	721	73	
	ERSHAM ROAD COMMON							
108	4201	General Maintenance incl. fence repairs	55		55	53	0	
			55	0	55	53	0	
	Total Recreation Areas (code 102)		16778	1000	15778	8055	7965	
103	PLAY AREAS							
115	4230	All Sites - Insurance (engineers inspection)	1450		1450	1450	1026	
115	4239	All sites - Safety gates	1000		1000	1000	0	No increase large carry forward/in house operation
115	4201	All Sites - general maintenance	1311		1311	1273	1623	TO REVIEW DUE TO NEW COVID-19 MEASURES (cleaning)
	WETPOUR WORK							PRICE PENDING - RG
	Total Play Areas (code 103)		3761	0	3761	3723	2649	
104	PUBLIC OPEN SPACES							
109	4201	Country Park - General maintenance	492		492	477	977	
109	1065	Fishing Permits		700	-700	-550	-1069	Increase due to increase in demand.
110	4201	Orchard Park - General Repairs/ skip hire	765		765	743	594	
111	4201	POS - General Maintenance	328		328	318	1148	
109	4275	Vermin control	546		546	515	474	
		Plant & Skip Hire	4120		4120	4000		
	MAINTENANCE PLAN		40984		40984	0	0	NEW MAINTENANCE PLAN COVERING ALL AREAS
	COVID -19		5000		5000			NEW BUDGET REQUIREMENT FOR PPE ETC
			47235	700	51535	5503	2124	
105	HORTICULTURAL & GROUND MAINTENANCE							
140	4240	Grass & Hedge Cutting	25750		25750	25000	19570	
		Payment from Redrow (POS upgrade)			0	0		
140	4250	Tree Surgery - all sites	18139		18139	17611	18481	
			43889	0	43889	42611	38051	
106	PROJECT FUNDS (Add to existing funds)							
150	4945	No 04 - Play Equipment (unallocated balance £.....)	0		0	0	0	
150	4941	No 05 - Play Area Surface Fund (fund balance £.....)	0		0	0	970	
			0	0	0	0	970	
107	ENVIRONMENT SERVICES							
160	4271	Dog Hygiene Bin Emptying (waste disposal/new bins etc)	19700		19700	19700	18837	TO REVIEW IN DECEMBER/As changes pending
160	4141	Urban Grass Cutting	10916		10916	10916	10916	
			30616	0	30616	30616	18837	
111	TOURISM & LEISURE							
333	4812	Tourism & Leisure Grants	0		0	2500	3000	As per FBSRC 9.12.2020 REMOVED
333	4821	Communities - Festivities	15914		15914	15914	9578	USING 2020-2021 BUDGET for 2021-2022
333	4820	Miscellaneous items	219		219	212	58	
		Event advertising	546		546	530	470	
		Bus Alliance	1000		1000	1000	-84	No increase
			17679	0	17679	20156	13022	
	FESTIVE LIGHTING							

			2021 - 2022 Estimates			2020/21	Actual	
			Expenditure	Income	Nett	Estimate	2019/20	
(approved by committee)								
			A	B	C	D	E	
235	292/1150	Christmas Festoons	10000	0	10000	11000	16210	£9825 per year for 3 years,
					0			
			10000	0	10000	11000	16210	
		113 FUNDED PROJECTS						
351	4901	Church Yard CCTV Service contract	309		309	309	0	TO REVIEW
351	4902	War Memorial - All service costs	361		361	350	448	
332	4810	CAB rent & grant	5801		5801	13287	13287	As per FBSRC 13.1.2021
		Wealden Works	0		0			A per HTC meeting 25th November - As per FBSRC 9.12.2020
			6471	0	6471	13946	13735	
		114 Cortlandt Stable Block						
		Cortlandt Stable Block Rent/Rates/Utilities	16794		16794	16480	16095	
		Maintenance - Cortlandt Stable Block	1060		1060	1060	0	No increase as £5K to carry forward
			17854		17854	17540	0	
		Total expenditure	197285			152047	76343	
		Total Income		4734				
		Nett total			192551			
						26.6		
		NEW						
		AMENDED						

				2021 - 2022 Estimates			2020/21 Estimate	Actual 2019/20	
		Expenditure		Income		Nett Total			
		(approved by committee)	A		B	C	D	E	
		201 TOWN COUNCIL SITE							
201	4170	Internal Repairs/General Maintenance	219			219	212	815	
		Electronic Gates to car park/service/upgrade/repair	515			515	500	264	
		Maintenance for 4 Market Square	1639			1639	1500	10493	Increased due to being vacant and HTC paying all expenditure
201	4178	Gas Boiler - Annual Service	212			212	212	140	
201	4175	Intruder alarm & smoke alarm service	280			280	430	275	Reduced as new monthly payment plan
201	4171	External Repair/General maintenance	630			630	612	93	
		Total Town Council Site	3495		0	3495	3466	12080	
		202 RECREATION BUILDINGS (incl UNION HALL)							
		<u>Maurice Thornton Pavilion</u>							
206	4120	Overheads (water,electric,cleaing etc)	1311			1311	1273	1370	
206	4201	General Repairs	515			515	515	440	Work for pavilion coming from reserves as agreed by HTC
		<u>Storage Sheds (General)</u>							
210	4201	General Maintenace	258			258	250	224	
		MT hut and Grovelands barn energy	515			515	500	370	
		Grovelands Barn rates	3060			3060	2971	2651	
		<u>Union Corner Hall</u>							
207	4201	Maintenance Grant	1000			1000	1000	1000	No increase
		<u>Public Toilets - Stable Block</u>				0			
		Cleaning/maintenance	15000			15000	15000	13235	TO REVIEW DUE TO NEW COVID-19 MEASURES
		<u>Changing Pod</u>							
		Cleaning/maintenance	0			0	0	0	CHANGING POD MAINTENANCE DEFERRED FOR 12 MONTHS
		<u>Welbury Farm - Jim West Community Hall</u>							
208	4201	Maintenance/Running costs	12000			12000	10300	29598	Increase for Covid and legionella testing
		Total Pavilions & Storage sheds	33659		0	33659	31809	48888	
		203 CEMETERY BUILDING MAINTENANCE							
215	4201	General Maintenance of buildings	164			164	159	3859	
215	4172	Cemetery Lodge Repairs	437			437	424	0	REPAIRS DUE TO BE DONE IN 2020-2021
			601		0	601	583	3859	
		204 PROJECT FUNDS							
						0			
230	4950	No18 - New Burial Ground (balance £17500)	0			0		0	
			0		0	0	0	0	
		205 CEMETERY SERVICES & OVERHEADS							
216	4120	Rates	3600			3600	2864	3036	Increase due to rate increase over budget in 2020-2021
216	4120	Water & sewerage	446			446	446	281	
216	4120	Electricity	470			470	470	482	
216	4120	Gas	1000			1000	800	995	
216	4440	Telephone	600			600	600	566	
216	4201	Fire Extinguisher & boiler service	124			124	124	68	
216	4275	Pest Control	300			300	300	340	TO REVIEW AGAIN DUE TO MOLES/BEEES etc
216	4201	General repairs & cleaning materials&Waste Collection	2022			2022	1963	3800	
216	4190	Burial Record Computer system (annual licence)	339			339	339	290	
		Cemetery Pathways - 2 year plan	0			0	0	0	NEW CEMETERY PATHWAY WORK - As per FBSRC 9.12.2020 REMOVED CIL
			8901		0	8901	7906	9858	
		207 FUNERAL & GRAVES							

			2021 - 2022 Estimates			2020/21	Actual
			Expenditure	Income	Nett Total	Estimate	2019/20
(approved by committee)			A	B	C	D	E
219	4280	Grave digging	14853		14853	14420	9475
219	4201	General Maintenance - chapel flowers & mem trees	546		546	530	9679
219	1100	Burial & Monument fees	0	51500	-51500	-51500	-47483
			15399	51500	-36101	-36550	-28329
208 HORTICULTURAL (incl FLORAL DISPLAYS)							
218	4240	Grass & Hedge Cutting	11000		11000	13000	6615
218	4242	Ditch Clearance	1030		1030	1000	1200
					0		0
			12030	0	12030	14000	7815
209 STREET LIGHTING							
		New Lighting	17297		17297	17297	0
235	4201	General Maintenance	15914		15914	15450	13409
235	4291	Energy (145516 kwh per year)	13659		13659	13261	10692
		Annual Repairs	3183		3183	3090	3310
			50052.9	0	50052.9	49098	27411
210 STREET FURNITURE							
240	4277	Bus shelter Repairs	273		273	258	58
240	4277	Black Sacks	206		206	206	0
		Defibulators	1030		1000	1000	0
			1509	0	1479	1464	0
Total Expenditure			125647			71776	81582
Total Income				51500			
Nett Total					74147		
						3.30	
NEW							
AMENDED							

				Expenditure	2021 - 2022 Estimates				2020/21 Estimate	Actual 2019/20	
NEW			(approved by sub-committee)				Nett Total				
Amended				A		B	C	D	E		
			301 STAFFING COSTS								
301	4001		Wages (Manual)	166514			166514	162664	136493	Wages 3% increase built in	
301	4000		Salaries (Admin.)	283211			283211	275647	302624		
301	4005		NHI (Wages & salaies)	60442			60442	58867	113672		
301	4005		Pension (wages & salaries)	81859			81859	82412	0		
301	4002		Youth Café & infopoint	111010			111010	105771	93454		
301	4002		NHI Youth Café & infopoint	10396			10396	9663			
301	4002		Pension Youth Café & infopoint	16648			16648	12744			
301	4545		Honorarias (Bailiffs/Tree Warden/Town Crier)	2000			2000	2000	1704		
301	4510		Members Allowances	24228			24228	24228	22300	PENDING WDC panel DEC 2020	
					756308		756308	733996	670247		
			302 ADMINISTRATION EXPENSES								
302	4491		Office equip/etc/computer consultancy	2369			2369	2300	240		
302	4431		Newsletter	5000			5000	9000	7300	AS per FBRSC 13.1.2020	
302	4429		Annual Town Meeting	600			600	600	642		
302	4440		Telephone & mobiles	3000			3000	3000	2193	No increase	
302	4155		Contract Cleaning	4841			4841	4841	4748		
302	4120		Rates	7212			7212	7002	6997	Increase due to 2020 rates higher then budgeted	
302	4120		Water/Sewerage/Gas/Electricity	5500			5500	4700	5862	Increase due to higher then budgeted and 4 mkt square costs	
302	4177		Annual Electrical Test of Equipment	328			328	318	304		
302	4130		Insurance	13000		400	12600	12600	10183	NEW 5 YEAR POLICY 1.6.19-31.5.2024	
302	4455		Franking machine/postage	1648			1648	1600	1830		
302	4570		Audit fees	2950			2950	2864	2270		
302	4030		Travelling, Training & seminar costs	3090			3090	3090	3584		
302	4410		Photocopier lease & Monthly Use Charges	3708			3708	3708	3340		
			Room Hire Expenses	600			600	600	203	No Increase 12.8.2020	
302	4480		Computer Software/anti virus software/Web licences	1697			1697	1648	3951		
			New Software/Website - running costs (up to £2500)	3183			3183	3090	4475		
302	4460		Subscriptions & Publications	4031			4031	3914	3860		
302	4585		Professional fees	3713			3713	3713	8370		
302	4571		Election	0			0	0	21759	Carry forward £26K	
302	4430		Advertising / Publicity	515			515	515	399	No increase budget underspend	
302	4176		Annual extinguisher etc., inspection & servicing	424			424	424	261		
302	4400		Stationery & miscellaneous equipment	4000			4000	4000	3730	No Increase	
302	4150		Commercial Rubbish Disposal	2650			2650	2650	4856		
			Civic regalia	258			258	258	173		
302			Hailsham Neighbourhood Plan	0			0	0	4066		
					74317	400	73917	76435	105596		
			303 CHAIRMANS ALLOWANCE								
303	4500		Chairmans allowance	1500			1500	1500	772		
			Carried over from previous year								
					1500	0	1500	1500	772		
			304 MACHINERY/TOOLS/PROTECTIVE CLOTHING								
310	4070/4071		Tools & Protective Clothing	2022			2022	1963	2060		
					2022	0	2022	1963	2060		
			305 VEHICLE FLEET								
311	4310		Leasing costs	13000			13000	10000	9493	Increase as new leasing contract now in place	
311	4330		Vehicle Overheads - fuel	4500			4500	4500	4640		
311	4301/4340		Vehicle Overheads - service & RFL (5)	0			0	0	1549		
311	4130		Vehicle Overheads - Insurance	3500			3500	4120	3047	Reduced due to lower cost in 2020-2021	
					21000	0	21000	18620	18729		
			306 TWINNING				0				
320	4800		Civic Events	400			400	400	0	No increase due to carry forward	
					400	0	400	400	0		

[illegible]

SUMMARY OF COMMITTEE'S ESTIMATES - 2021/2022

		% of budget
Corporate Resources & Services	882801	
Environment and Leisure	192551	
Corporate Assets & Cemetery	74147	
Total Budget	1,149,498	
Drawn from surplus	-	-
TOTAL PRECEPT	1149498	
Breakdown		
Precept (tax base x £146.17 band D)* 7584.2	1108583	96.44
		0.00

Total combined precept/grant 1108583

Drawn from surplus/Reserves 40916

parish rate 7584.2 146.17

Tax base for 2010.11 =	7087.1
Tax base for 2011.2012 =	7138.3
Tax base for 2012.2013	7333.7
Tax base for 2013.2014	6297.9
Tax base for 2014/2015	6497.2
Tax base for 2015/16	6829
Tax base for 2016/17	7171.8
Tax base for 2017/18	7195.8
Tax base for 2018/19	7309.3

Previous year					
Year	Precept	at	Tax base	Parish rate	[%inc.]
1993/94	233480		6025.2	38.75	
1994/95	275785		6268.2	44.00	13.54
1995/96	275785		6480.4	42.56	-3.27
1996/97	301180		6614.3	45.53	7.00
1997/98	311833		6697.7	46.56	2.25
1998/99	356352		6791.5	52.47	12.70
1999/2000	379390		6853.9	55.35	5.50
2000/2001	410530		6960.2	58.98	6.56
2001/2002	435650		6992.3	62.30	5.63
2002/2003	519860		7002.6	74.24	19.15
2003/2004	500310		7025.3	71.22	-4.07
2004/2005	568950		7044.2	80.77	13.41
2005/2006	650780		7062.2	92.15	14.09
2006/07	715050		7070.2	101.14	9.75
2007/08	754805		7033.4	107.32	6.11
2008/09	817880		7078.9	115.54	7.66
2009/2010	818660		7087.0	115.52	-0.02
2010/2011	818660		7087.1	115.51	0.00
2011/2012	818660		7138.3	114.69	-0.72
2012/2013	841100		7333.7	114.69	0.00
2013/2014	722330		6297.9	114.69	0.00
2014/2015	745164		6497.2	114.69	0.00
2015/2016	798856		6829.0	116.98	2.00
2016/2017	872521		7171.8	121.66	4.00
2017/2018	910485		7195.8	126.53	4.00
2018/2019	1012703		7309.3	138.55	9.50
2019/2020	1059811		7649.3	138.55	0.00
2020/2021	1094327		7476.4	146.37	5.64
2021/2022	1147967		7584.2	151.36	3.41
Increase in homes	107.8				

Report to	Hailsham Town Council
Date	27.01.2021
By	John Harrison, Town Clerk
Title of Report	GREEN SPACES PROJECT

Purpose

To consider a request by Wealden District Council to take part in a Green Spaces Project

Background: Email received from WDC - 7th January 2021

We have been invited to take part in an upcoming project relating to improving our understanding, use and management of green spaces within the district and I am writing to you to provide a bit more information on this.

Funding has been provided by the South Downs National Park Authority and East Sussex County Council to the Sussex Local Nature Partnership (LNP) to run a project which will assist in understanding the social and health/wellbeing benefits of green spaces to local communities, as well as the benefits these spaces provide to wildlife, nature and importantly climate change. This understanding could in turn help us to look at ways to maximise these benefits, through green infrastructure planning, for example.

We are very much aware that the importance of green spaces has become much more prominent in terms of their multiple health and wellbeing benefits given the recent and ongoing pandemic. They are also extremely important in relation to mitigating and adapting to climate change.

The project is to cover both East and West Sussex, with one local authority in each county being selected. We have been selected as the local authority in East Sussex to help deliver this project, whilst for West Sussex this is Adur and Worthing Council. The LNP has selected our two Councils as they offer a wide range of greenspaces to choose the pilot sites from plus previous work that we have undertaken in relation to green infrastructure. However, as a district authority, we own / manage very few greenspaces, as generally these are managed by our Parish Councils.

The funding is to enable four case study sites within each local authority area to be selected and surveyed and the Local Nature Partnership is keen to work with Parish and Town Councils in Wealden to facilitate this. The LNP contacted us asking if there were any Parish or Town Council's that may be interested in being a part of this work and we have initially suggested your Parish for their consideration.

I have attached a briefing note to this email from the LNP which explains the project in more detail. In a nutshell the work will involve surveying the selected greenspaces in terms of their ecology, their use by local communities (i.e. who by and for what purpose) and engaging with the local community. It would also involve a health audit of the greenspace selected and an assessment of the green spaces wider role in relation to natural capital, the nature recovery network and also how it relates to the health profile of the wider community. For each case study site a technical report would be drafted.

The funding will also provide training from consultants to volunteers/Rangers or others (as relevant) in how to undertake a 'health audit' of green spaces, which would then, if you wished provide the knowledge and tools to survey other sites in a similar way. This could then help in relation to understanding greenspaces across a Parish level which could be helpful if you wanted to consider opportunities in relation to how greenspaces are managed or how they could be improved in the future, so that they can best deliver on multiple environmental and/ or health and well-being benefits.

Which greenspaces are selected for this project will ultimately be decided by the LNP, to ensure that they have a good coverage of different greenspace types across the whole County. However, we can put forward suggestions.

If after reading the briefing note you feel this is a project you would like to be involved in, please let us know and we can then discuss next steps. We believe this is an exciting opportunity and we hope that if all goes well we may be able to roll this out wider to other Towns and Parishes as well. The aim would be to ensure that as a district we can work to improve our green infrastructure network and the benefits that this offers.

If you have any further queries, please don't hesitate to contact us

Kind regards

Planning Policy Officer, Planning Policy, Wealden District Council

Project Outline

Publicly owned greenspaces: a methodology for understanding natural capital social and health and wellbeing value

Background

Sussex Local Nature Partnership¹ is bringing together a number of partners to deliver a new project whose focus is publicly owned greenspaces - the parks, gardens, recreation grounds, woodlands and wildlife sites and stretches of foreshore that are owned and managed by local authorities, towns and parishes across Sussex.

These spaces sit at the heart of communities and are valued places for recreation and enjoyment, as well as providing refuges for nature and an aesthetic 'green' element of the 'townscapes' and landscapes of Sussex. Yet many of these spaces are managed very 'traditionally' for only a small range of objectives. As a result, they can under-perform to their potential as areas of value for nature, health and well-being, carbon storage, pollination and so on. Yet, there is also a desire within many councils, to understand how these important 'natural capital assets' can play a greater role in their response to emerging priorities such as health and well-being (post Covid), the climate change emergency and the need to support nature's recovery.

This project will develop a methodology and toolkit for use by those who manage these spaces - or are responsible for making decisions on future planning and investment for greenspaces and green infrastructure - to better understand the **wide range of benefits** these spaces provide - and to develop visions for their future based on maximising these benefits to both people and nature. Lessons from the project will also be used to inform the understanding of how local greenspaces within towns and villages are valued by communities, user groups and residents and what characteristics should be designed into any new greenspaces created within developments in order to deliver a wide range of social, health/wellbeing and environmental benefits. Finally, the project will work with staff from across the councils involved to increase the knowledge and skills required to understand and optimise the potential of the greenspaces in their care.

How it will work

The Sussex Local Nature Partnership works across West Sussex, East Sussex and Brighton and Hove. This project will therefore work with one local authority in each county:

- Adur and Worthing Councils in West Sussex; and
- Wealden District Council in East Sussex.

Four case study sites will be chosen in each local authority area from a range of greenspace types and local community contexts. For each case study site, the following will be delivered:

- i) A baseline ecological survey and assessment of the wider 'natural capital' value of the greenspace ((i.e. the range of benefits provided by the habitats present on the site)
- ii) Engagement with the local community and other users of the greenspace, to identify how it is currently used and valued by people
- iii) A 'health audit' - identifying the characteristics and use of the site that currently provide health/well-being benefits
- iv) An assessment of the wider role of the space in terms of:

¹ The Sussex LNP represents more than 27 organisations from different sectors, working together to help create the most healthy ecological system possible, in order to protect the environment for the benefit of people and wildlife. The partnership covers the Counties of East Sussex, West Sussex and the City of Brighton and Hove, both on land and out to the boundary of in-shore waters at 6 nautical miles. Members of the partnership include Local Authorities, Environmental NGOs, Businesses and Statutory bodies. Partners are listed on www.sussexlnp.org.uk

- a. How it relates to any surrounding habitats and its potential to form part of a 'nature recovery network' in the local area
- b. How it relates to other natural capital in the surrounding area playing a role in delivering key benefits, such as carbon storage, pollination, flood risk reduction, water quality improvement, air quality improvement and so on - and whether the site itself could play a similar role or link to wider investments in 'natural solutions' of this kind
- c. How it relates to the wider 'health profile' of the local community (i.e. what is this profile; what life-style related health conditions are prevalent; what benefits/opportunities this site and the others in the area currently provide; what 'gaps' in provision are evident)

The above will then be brought together, with the involvement of key stakeholders, to identify the potential and vision for the greenspace and develop a set of recommendations for future management and investment.

Each case study will be written up in the form of a technical report for the local authority and relevant town/parish council- and will include health audit, natural capital survey information, the new vision and sets of recommendations for action, including mechanisms for future community engagement with the greenspace.

In the final phase of the project, the project team will then draw together the lessons learned from across the 8 case studies to develop the key outputs of the project:

- Methodologies and toolkit(s) for use by two key audiences:
 - o local authority Parks/ranger staff and departments
 - o town/parish councils
- A set of lessons on the role of greenspaces in delivering a wider range of benefits for people and nature - and the interventions that can be made to bring these about in practice
- An understanding of the skills and knowledge required within Parks departments, ranger services, councils and contractors to manage local greenspaces for multiple objectives

The project will run throughout 2021, with desk-based work starting in February 2021 and site-based work taking place in the Spring/Summer when the weather is better.

What is required from the councils involved in the project

The Project is funded jointly by South Downs National Park Authority and East Sussex County Council. This will pay for consultants to lead the two main work strands:

- Understanding the ecological and natural capital benefits of greenspaces - and how these can be improved through management
- Understanding the social and health/wellbeing benefits of greenspaces to local communities and any barriers to accessing these benefits - and how these benefits could be increased and barriers to access overcome.

It will also pay for analysis of the wider ecological context of each greenspace, compilation of a 'health profile' of the wider community² - and development of the methodologies and toolkits for use by the key audiences.

Input from those local authorities, town and parish councils participating in the project will be required as follows:

² Using 'Health Parks' approach and toolkit <https://www.healthparks.co.uk/>

- Involvement of relevant staff/decision-makers in site-based discussions and workshops during the 'survey' and 'visioning' phases. [Approx 4-5 days for each case study across the project timeframe](#)
- Involvement of a small number of staff/volunteers in carrying out 'health audits' for each park and greenspace in the council area. This wider audit of all greenspaces will provide strategic information about the provision of health benefits across all greenspaces in council ownership and will help to provide important context for the more detailed case studies. [Each will take 20-30 minutes](#) and training will be provided. Time input required from council staff will depend on the number of greenspaces this involves. A 'health audit' will be produced via the toolkit for every space included in the process.
- At the end of the project, each council involved will be invited to review the draft methodologies created and provide feedback before these are finalised and rolled out for wider use across Sussex.

[Sussex Local Nature Partnership](#)
[December 2020](#)