



HAILSHAM TOWN COUNCIL AGENDA

NOTICE IS HEREBY GIVEN OF a meeting of Hailsham Town Council to be held at the Civic Community Hall, Vicarage Lane, Hailsham, BN27 1BH on

Wednesday 24th January 2024 at 7.00 p.m.

1. **Public Forum**
(No more than 15 Minutes)
2. **Apologies for Absence**
To receive apologies for absence from Council members.
3. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interest in respect of items on this agenda.
4. **Confirmation of Minutes**
To resolve that the minutes of: the meeting of Hailsham Town Council held on 22nd November 2023, and the Extraordinary Meeting of Hailsham Town Council held on 10th January 2024, are confirmed as correct records and signed by the Chairman.
5. **PCSO Update**
To receive an update from the PCSO for Hailsham
6. **Chairman's Update**
To receive a verbal update from the Chairman of Hailsham Town Council
7. **East Sussex County Council Update**
To receive an update from the East Sussex County Councillors for Hailsham
8. **Committee Recommendations To Council**
To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council:
9. **Chairman's Allowance**
To consider a request from the chairman to re-allocate a grant from his allowance.
10. **Report of the Independent Wealden Parish Remuneration Panel 2024/25**
To consider the recent report and recommendations of the Wealden Parish

Remuneration panel and their implications for Hailsham Town Council

11. **Risk Assessments Policy**

To receive and adopt the revised Risk Assessment Policy and Risk Log

12. **Precept 2024-2025**

To consider the recommendations of the Finance, Budget and Resources Committee (13th December 2023) and any additional resolutions or budget pressures that will affect the budget for 2024-2025.

To resolve the precept for the financial year April 2024 to March 2025 to be requisitioned from Wealden District Council

13. **Confidential Business**

To resolve that the press and public are excluded during the discussion on the next items of the agenda (14 - 18) as they concern: The beginning of legal proceedings and the terms of tenders for contracts or negotiations and Engagement, Terms of Service (In accordance with the Council's Standing Orders No. 1E).

14. **Battle Road Play Area - CONFIDENTIAL**

Consider the decision made re the resurfacing of Battle Road

15. **Sports facility Improvements at Hailsham Community College - CONFIDENTIAL**

To consider a request from Wealden District Council

16. **Visioning Day - CONFIDENTIAL**

To consider proposals for a project to re-write the Town Council's Strategic Plan

17. **CCTV- CONFIDENTIAL**

To receive an update on the Town Council's adoption of CCTV from Sussex Police

18. **Persimmon Homes - CONFIDENTIAL**

To consider a request by Persimmon Homes

19. **Staffing Review - CONFIDENTIAL**

To receive and consider an update on outstanding issues from the Staffing Review and any recommendations from the Staffing Committee



John Harrison, Town Clerk
17th January 2024



Hailsham Town council- County councillors report 24 Jan 2024
Highways post bag

Highways is by far the largest section of what I deal with in and around the town. I counted up the amount of items I have reported to Highways over the last 12 Months. The total is 53 items, Everything from Blocked drains, overgrown hedges, poor pavements, potholes, collapsing bridges. Broken fencing and defects in recent road resurfacing on South Road and Ersham road. Each one generates at least a couple of emails and in the case of the collapsing bridge 11 emails to date. In addition I have other highways enquiries from residents, such as blocked drains and access to highways drains.

I continue to be part of Wealden Wombles litter picking and go around the town picking up litter with my wife. I have noticed that there are a number of post and rail fences that appear to have been deliberately and forcibly broken. Such as Station Road, Town Farm and Gleneagles drive/ Hempstead lane junction and the cuckoo trail. I have reported these as I encounter them. If any councillor sees any other instances, please report these to highways and copy me in.

The station road works to lay an 11KV cable to the new development are underway and has caused a few emails. I have spoken to the contractors who are carrying out the works about sequencing and the difficulties they are working under. People are ignoring the traffic control lights and one person had got stuck trying to get around them by driving over the soft landscape of the common pond! The contractors helped get the driver back onto the road.

I continue to pass on to the Town Clerk as and when I get any works notifications from county Highways

County council budget meeting 6th Feb

At the time of writing the County council cabinet will be meeting on 23 Jan and will be recommending the budget that will go to the full County council in the 6th February
Overall the budget outlook is not good at all, the report to cabinet recommends to the council is to increase the council tax by 4.99% . The financial situation is that there is a £14.3M deficit and this is set rise over the next three years, between income and expenditure so something will have to give. I will make a verbal progress report on the cabinet meeting on Wednesday evening at the town council meeting.

Cllr Steve Murphy
Hailsham Market

E. cllr.Steve.Murphy@eastsussex.gov.uk

07510 074256

Gerard Fox, County Councillor Report to Hailsham Town Council

24th January 2024

County Council Budget 2024/25: The focus at County Hall has been on the local government settlement which was released ahead of Christmas. The position is quite challenging.

The pressure on county council budgets nationally comes from a partly unanticipated rise in the living wage, meeting our statutory obligations in social care (rising supply costs and rising demands on the service), rising SEND demand, and Home-to-School Transport. The biggest spending pressure for us and many other authorities comes from Children's social care. Of course, some other authorities have failed to pursue efficiencies, over-borrowed and unwisely speculated, but we have done all the right things over the last decade.

Nevertheless, in response to our collective lobbying, it is anticipated that the government will make as much as an additional £500 million available nationally for local authorities to help address social care challenges. Our notional share of those funds would not solve the problem locally, but were it forthcoming, it would help.

Our ESCC 2024/25 draft budget (not factoring in any additional monies) will maintain core services, supported by £14.3 million drawn from County Council reserves. The budget will be debated at Full Council on February 6th. East Sussex were given a high rating for service-delivery in the recent 2023 peer

review challenge. We intend to maintain these nationally recognised high standards.

Local Authority Debt: Recent national focus on local authority debt reveals East Sussex County Council to be quite well positioned with just £396 of debt per head of population (Brighton & Hove City Council per-capita debt stands at £1370).

Highways: The 2023/24 budget for highways structural maintenance, including bridges and street lighting and one-off investment, is in the region of £46m; double that budgeted for in 2020/21

The new contractor Balfour Beatty seem to be settling down to the job. They have 10 gangs currently in operation daily across East Sussex. County-wide, an average of 376 potholes are being filled on average per week, and 6008 were filled in the final 4 months of 2023. As ever the priority is to encourage residents to report potholes and to photograph and report any poor fills (keep in mind some of these may relate to the Utilities who (annoyingly) have 6 months to make good the fill - regardless report them!). My website guides [how to report](#) on all things "Highways."

Hailsham has seen substantial surfacing work done in Ersham Road and South Road. We are promised surfacing works in Diplocks Way in the spring (final dates to be confirmed).

Cost of living payment set for February: Eight million people on means-tested benefits will receive a cost-of-living payment

in February to help with high bills. Those on low incomes and receiving benefits such as universal credit are eligible but should be wary of scams – on legitimate payments, there will be a reference on a recipient's bank account of their national insurance number, followed by DWP COL, or the reference HMRC COLS for those who are eligible through tax credits.

The £299 payment will be made directly into bank accounts, without the need to make a claim, between 6 and 22 February.

This story was reported [nationally](#).

Funding boost to bolster green skills: Council leaders have welcomed funding that will help boost green skills and support the county's move to net zero. East Sussex County Council's Employability and Skills Team successfully bid for £240,000 from the Department for Energy Security and Net Zero (DESNZ) to launch the Retrofit Skills East Sussex project.

As the project progresses, it is hoped that a range of activities, such as careers campaigns and subsidised training courses, will be offered to support the Retrofit Skills Plan. Updates on the project as it progresses can be found on the [council's website](#).

Read more about this story [here](#).

Winter events to take place in East Sussex libraries: A programme of free winter events for both children and adults has been taking place in libraries across the festive season and into 2024. The events include author talks, festive crafts and

activities, as well as storytelling experiences. On 27 January, Lewes Library and the Lewes Literary Society will host writer, illustrator and cartoonist Chris Riddell in a celebration of the well-loved illustrator Raymond Briggs.

Events are free, but booking may be required. For more information on the upcoming events, visit the Events section on eastsussex.spydus.co.uk. Read more about this story [here](#).

Winner of prestigious art prize announced in Eastbourne:

Jesse Darling was announced as the winner of the Turner Prize at an event held at Eastbourne's Winter Garden, winning £25,000 in prize money. The four shortlisted nominees for the prize have had their work on display at the Towner Gallery since September 2023. The Turner Prize was established in 1984 and is one of the world's best-known prizes for the visual arts. It aims to promote public debate around new developments in contemporary British art.

Read more about this story [here](#).

Gerard Fox
County Councillor
Hailsham New Town
Conservatives

Report to	Hailsham Town Council
Date	24.01.2024
By	John Harrison, Town Clerk
Title of Report	REPORT OF THE INDEPENDENT WEALDEN PARISH REMUNERATION PANEL 2024-25

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 2024-25 was received by the Council on 20th December 2023. The report is attached as an appendix to this report below

KEY POINTS MADE IN THE REPORT

The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as
- b) That there be an increase in allowances in line with that recommended for district Councillors, with Basic and Chairman's Allowances rounded to the nearest pound.

2024/25	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£188	£468	£1,492
Chairman's Allowance	£326	£734	£2060

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP) rates be re-affirmed;
- d) Subsistence Allowance – the following allowances for Councillors to apply:

Breakfast	£7.50	When away from home on approved Council business before 8 a.m.
Lunch	£9.80	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£17.30	When away from home on approved Council business after 7 p.m.
Overnight absence outside London	£98.30	

London and specific Conferences	£110	
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All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2024/25. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and

f) 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 resolutions:

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			Basic	Chairman
2024-25	£1,492	£2,060	4.6%	24.01.2024			
2023-24	£1,426	£1,969	3.0%	25.01.2023	N	£1,358	£1,875
2022-23	£1,384	£1,912	3.0%	24.11.2022	Y	£1,358	£1,875
2021-22	£1,344	£1,856	2.0%	27.01.2021	N	£1,318	£1,820
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 2022-2023 an increase of 3% on the current allowance level was accepted with one co-opted member not being eligible to receive the allowance as per legislation; this resulted in the total being £23,603.00

(16 X £1358 = £21,728 + £1875 = £23,603.00).

By Elections since that decision was made have resulted in all current councillors being eligible for the allowance.

For 2023-2024 no increase was implemented, so the total budget was (17 X £1358 = £23,086 + £1875 = £24,961 total)

For the following financial year, to accept a 4.6% increase the levels would be as follows:

Basic £1358 X4.6% = £1420.47 X17 = £24,147.96

Chairman £1875 X4.6% = £1961.25 = £1,961.25

TOTAL £26,109.21

At present we have £26,473.00 in the members allowance budget for 2024-2025.
However if the council decides to go with the recommended levels in Wealden report.

It will be £1,805.00 x 17 members - £30,685.00

£2,060 x 1 for Chairman - £2,060.00

Total - £32,745.00

Which would require an increase in the budget for 2024-2025 of £6,272.00

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, the full percentage increase, a variation of the recommendation or no rise at all.

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—

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- (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**

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Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2024/25

Introduction

1. This is the 23rd Annual Report of the Parish Independent Allowances and Remuneration Panel to make recommendations regarding the amount of payments that may be made to Councillors. 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

2. The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;
- b) That there be an increase in allowances in line with that recommended for District Councillors, with Basic and Chairman's Allowances rounded to the nearest pound. These allowances for 2024/25 to be as set out below.

2024/25	LEVEL 1	LEVEL 2	LEVEL 3
<i>Basic Allowance</i>	£188	£468	£1,492
<i>Chairman's Allowance</i>	£326	£734	£2,060

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP) rates be re-affirmed;
- d) Subsistence Allowance to be the same as those indicated for District Councillors. These allowances for 2024/25 are set out in the table below.

Breakfast	£7.50	When away from home on approved Council business before 8 a.m.
Lunch	£9.80	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£17.30	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London
London and specified Conferences	£110	

All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2024/25. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- f) 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 to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel met on 12 December 2023 via the medium of MS Teams. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers via email to finalise this report.

Panel Remit

5. 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 2003 Regulations, 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; and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. 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.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2023/24.
8. The Clerk to the Panel had invited all Town and Parish Councillors, via the clerks, to provide any comments on the allowance scheme. No responses had been received.
9. 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.
10. Following discussion, the Panel **recommends** that the increase in allowances is in line with that recommended for District Councillors at 4.6%, in line with inflation, rounded to the nearest pound (£). This is in line with the Panel's recommendations for Wealden District Council.
11. Regulation 29(2) of the 2003 Regulations 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 £5070 per annum for the financial year 2024/25. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

12. 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.
13. 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), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
14. The Panel **recommends** an increase to all Chairman's Allowances of 4.6%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

15. The Panel wanted to clarify that under Regulation 26 of the 2003 Regulations, 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.
16. 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.
17. 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.

Subsistence Allowance

18. The Panel **recommends** that the current level of subsistence rates to be the same as those indicated for District Councillors. These allowances for 2024/25 are set out in the table below:

Breakfast	£7.50	When away from home on approved Council business before 8 a.m.
Lunch	£9.80	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£17.30	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London
London and specified Conferences	£110	

19. 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. The Panel commented that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

20. 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

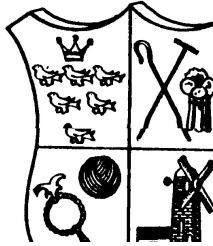
21. On receipt of this Report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
22. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and 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.

Edward Stone
Chairman

Dated: 12 December 2023

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£188	£468	£1,805	
Chairman's Allowance	£ 326	£734	£ 2,060	
PARISH	No. of Cllrs	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Little Horsted	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Selmeston	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Cuckmere Valley	7	£188	£326	3.71%
Berwick	7	£188	£326	3.71%
Wartling	7	£188	£326	3.71%
Long Man	7	£188	£326	3.71%
Hooe	7	£188	£326	3.71%
Arlington	7	£188	£326	3.71%
Laughton	7	£188	£326	3.71%
Isfield	7	£188	£326	3.71%
Chiddingly	9	£188	£326	3.71%
Hellingly	15	£188	£326	3.71%
Hadlow Down	7	£188	£326	3.71%
Fletching	9	£188	£326	3.71%
Warbleton	11	£188	£326	3.71%
Frant	11	£188	£326	3.71%
Alfriston	7	£188	£326	3.71%
East Hoathly/Halland	9	£188	£326	3.71%
Chalvington/Ripe	7	£188	£326	3.71%
Horam	11	£188	£326	3.71%
East Dean/Friston	9	£188	£326	3.71%
Framfield	11	£188	£326	3.71%
Hartfield	13	£188	£326	3.71%
Ninfield	9	£188	£326	3.71%
Danehill	9	£188	£326	3.71%
Buxted	15	£188	£326	3.71%
Withyham	13	£188	£326	3.71%
Herstmonceux	11	£188	£326	3.71%
Mayfield/ Five Ashes	15	£188	£326	3.71%
Maresfield	14	£188	£326	3.71%
Rotherfield	13	£188	£326	3.71%
Westham	13	£188	£326	3.71%
Pevensey	13	£188	£326	3.71%
Wadhurst	15	£188	£326	3.71%

<u>Level 2</u>				
Forest Row	15	£468	£734	9.23%
Willingdon/Jevington	19	£468	£734	9.23%
Polegate	15	£468	£734	9.23%
Heathfield/Waldron	21	£468	£734	9.23%
<u>Level 3</u>				
Hailsham	24	£1,492	£2,060	29.42%
Uckfield	15	£1,492	£2,060	29.42%
Crowborough	16	£1,492	£2,060	29.42%



HAILSHAM TOWN COUNCIL

Risk Management Strategy and Policy Statement 2023/2024

Background

Hailsham Town Council first adopted The Risk Management Strategy and Policy Statement 2009/2010 in March 2009 (Minute Ref FPR/08/4/267.1). The Council agreed to adopt the revised plan in March 2010, in December 2011, in March 2014, March 2016, November 2017 in February 2019 November 2020 and again in March 2022. This Revised Strategy and Policy Statement together with the detailed action plan and record of risks should be reviewed annually and the following statement provides an update for the Council to agree and adopt; to meet this requirement.

Introduction to Risk Management

In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Local councils are no different and risk management is increasingly recognised as being central to their strategic management.

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this and successfully manage the consequences.

The Council faces risks to people, property and continued operations. The systematic management of risks therefore assists the Council in achieving its objectives by enabling the provision of a diverse range of services to the community and visitors to the area.

Not all risks the Council faces can be insured against and is not just about financial management: it is about ensuring the achievement of objectives set by the Council to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and eventually, on the local community's Council Tax Bills.

The importance of looking afresh at risks comes in the wake of a more demanding society, bold initiatives, and more challenge when things go wrong. It also arises because of the significant changes taking place because of the Government's localism agenda, which has resulted in more delegation of service delivery from principal authorities. Local Councils also face pressures, including those associated with attaining

and retaining Quality Status, the General Power of Competence, that potentially give rise to a range of new and complex risks, and which suggest that risk management is more important now than at any other time.

The first stage in the risk management process is to identify the risks to the Council's objectives (inherent risks). The Council classifies these risks as either strategic (risks that relate to doing the wrong thing) or operational (risks that relate to doing the right things in the wrong way). The risks are further sub-divided into political, reputation, information, financial, people and regulatory categories.

All the risks identified are evaluated in terms of their impact, likelihood of occurrence and proximity. Following the identification and evaluation process, the most appropriate and cost-effective solution is found to control the risks. The solutions will fall into one of four categories: tolerate; transfer; terminate; and treat. The risks are then re-evaluated considering the suggested mitigation (re-evaluated risks are called residual risks).

Risk Management in Service and Financial Plans

In providing the diverse services of the Council, officers and members manage risk continuously. To secure these services, many risk management techniques are employed. These include – and are not limited to – the co-ordination of insurable risks, techniques to address health and safety matters, threats to the environment, planning issues, management of social issues and financial management methods.

There is a need, however, to incorporate the management of risk in a Council Strategic Plan. A Strategic Plan could identify the Council's services, aims and objectives and is the most effective way of confirming the inherent risks and management of those risks associated with each service, aim or objective. The Plan can also identify the "risk owners" and how risks are to be reviewed and reported.

The management of risk must also be applied to all projects carried out by the Council, to ensure the objectives of the project are met.

Risk Management and Decision Making

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives, once established, and must consider all risks when making policy decisions, and review risks affecting all services on an annual basis.

The Council's Risk Management Policy ensures that it has a well-defined framework to support better decision making at a strategic level, once a business plan is established that incorporates a risk management approach. This will provide better decision making, through good understanding of risks and threats and their likely impact.

The Benefits of Risk Management

Risk management is regarded as an essential element of good governance and as an integral part of internal control. It provides the foundation for effective management

throughout the Council and focuses attention on the achievement of corporate objectives together with a consistent and structured approach to risk. Managing risk in this way delivers many other benefits to the Council as set out below:

The process provides a fully documented record of all major risks and opportunities.

The risk of positive initiatives not taking place is reduced and fewer opportunities will be missed. There is also greater innovation in seizing opportunities

Services can communicate their prioritised risks with members therefore enabling focus on those risks and properly evaluated risk decisions. There is also an enhanced ability to justify actions taken.

Services can anticipate emerging issues in an ongoing and organised manner before they reach unmanageable proportions.

To be effective risk management requires input and ideas from all the staff and members. This creates a culture of risk ownership.

Embedded risk management satisfies Corporate Governance requirements and enhances the Council's Corporate Governance regime.
The Council's reputation is protected and enhanced.

The Council will receive fewer complaints and will have more satisfied customers.

Income can be maximized, and expenditure reduced.

Summary of Risk Management Roles

Effective risk management can only be achieved when ownership of risks is allocated to appropriate risk owners within the Council. Without this, responsibility and authority for implementing control actions will not be clear.

The Role of Council Members

To consider and if appropriate approve the Risk Management Strategy and Policy Statement.

To consider the risk motivators and risk priorities.

To consider and if appropriate approve the action in response to risks proposed by officers.

To oversee the management of risk by Council officers.

The Role of the Town Clerk

To promote the Council's Risk Management Strategy, Policy Statement and framework.

To be responsible for managing the Council's key risks including the assessment of risks.

To encourage a culture of shared responsibility and open communication of risks.

The Role of Council Officers

To consider risk as part of everyday activities and provide input to the risk management process.

To manage risk effectively in their work in accordance with the Risk Management Strategy, Policy Statement and framework and report any threats or risks identified to the Town Clerk.

The Role of Internal Audit

To assist with the development and review of a Risk Management Strategy, Policy Statement, and framework.

To support the Council in developing and implementing risk management.

To provide independent assurance on the way risks are managed.

Conclusion

The Council faces several challenges because of the range of services it provides and because of the changes being faced by Local Councils. Risk management is therefore at the centre of the Council's management process. It provides a mechanism to identify, evaluate and control threats and risks to the Council's objectives and is the responsibility of every Council member and officer. Risk management is vital to the Council's efforts to deliver good governance and best value.

Risk Management Policy Statement

Hailsham Town Council provides a range of services to the community and visitors to the area. To secure these services, some amount of risk-taking is inevitable. However, the Council recognises that effective risk management will improve strategic, operational and financial management by helping to maximise opportunities, minimise losses and maximise resources for the services it provides.

It is the policy of the Council to adopt a risk process that supports better decision making through understanding of risks, whether a positive opportunity or negative threat and their likely impact.

The policy seeks to confirm the commitment of the Council to a risk managed culture by ensuring that every member and employee has regard for the management of risks in the decision-making process and everyday work situations. The Council is committed to the management of risks to:

- Achieve its Aims and Objectives.
- Ensure compliance with statutory obligations.

- Safeguard its employees, members, service users and all other persons to whom the Council has a duty of care.
- Protect its assets, including property, equipment, vehicles, other resources and reduce associated losses and claims.
- Maintain effective control of public funds.
- Improve performance and service delivery.
- Minimise waste, fraud, and poor value for money.
- Support better project management.
- Promote the reputation of the Council.

This policy statement has the support of the Council, which recognises that achievement of these identified risk management objectives will benefit the whole community.

Hailsham Town Council Risk Management Strategy - Action Plan

Action	Deadline	Actioned By	Progress	Actual Completion	Review and Comments
Hailsham Town Council to review and adopt the updated Risk Management Strategy and Register.	Jan 2024	Deputy Town Clerk/Town Councillors	Strategy and Risk Register presented to Council in Nov 2022		For consideration at Council in Jan 2024
Ongoing Review of all Council services built into budgeting processes	Jan 2024	Town Clerk/Town Councillors			Review all services/risks annually and report to Meetings as appropriate
Take appropriate action to reduce, transfer, terminate or tolerate risks identified	On-Going	Town Clerk/Officer Team	Action has already taken place where risks have been identified in the past.		
Log all risks and actions taken	On-Going	Town Clerk/Officer Team	log has been set up following all assessment.		
To review the Council Strategic Plan to ensure incorporating the risks associated with each service.	On-Going	Town Clerk/Town Councillors			

Hailsham Town Council Risk Management – Strategic Risk Assessment Log – November 2022

Specific Risk	Actions Taken	Actions Needed	Actioned by
1. Inability to recruit and retain staff may result in the non-delivery of services.	Maintenance of National Terms and Conditions. Regular review of staffing structure and responsibilities.	Staff Development and Training system operated.	Town Clerk
2. Inability to manage during periods of change and with a lack of experienced, qualified managers.	Strategic Plan produced	Update Strategic Plan to include Staff Development and Training system operated.	Town Clerk Councillors
3. Risk of violence to staff.	Panic alarm in reception. Lone working policy implemented.	Lone Working Policy update and refresh	Deputy Town Clerk
4. Lack of Business Continuity and Disaster Recovery Plans, to cover a large-scale internal disaster; that may result in prolonged service downtime and loss of reputation. This may not only involve IT technology type scenarios, but also premises and equipment.	Data storage and backup system upgraded and revised.	Establish a Working Party to set up a Disaster Recovery Plan, including off-site data backup.	Town Clerk
5. Contractors responsible for providing major Council services may fail to deliver required standards as determined by the contract conditions.	Only well-established contractors used ('Approved Suppliers List', and references and risk assessments checked.	Continue to monitor contractors	Town Clerk
6. Failure to maintain the required standards for the Council's re-accreditation of Quality Status in the future.	Town Clerk needs to be CiLCA qualified.	Review all the criteria and make necessary changes etc to meet the on-going challenges. (Pending publishing of new criteria)	Town Clerk councillors
7. Failure to maintain the	Regular meetings	Ensure adequate	Town Clerk

required standards for the proper governance of the Council.	<p>between Chairman of Council and Clerk/Deputy Town Clerk of Council.</p> <p>Ensure council receives regular up to date information from NALC etc regarding governance, roles etc</p>	<p>leadership, training, and staff management. Implement training and develop of staff through staff appraisal system.</p>	Council Chairman
8. Failure to comply with relevant legislation.	<p>New policies produced and implemented.</p> <p>Risk Assessments carried out regularly.</p>	<p>Training required. The Town Clerk to implement review processes</p>	Town Clerk
9. Inability to meet increasing demands/expectations within resources available.	<p>Budget review annually to make the best use of resources.</p> <p>The core activities of the council are identified and given precedence in allocation of the council's human resources and annual strategic plan.</p> <p>Council Project Management Log implemented</p>	<p>Council Strategic plan in place and 5 year budget plan included.</p> <p>Adequate financial reserves held to meet unforeseen expenditure (6% of overall budget as required).</p> <p>Commuted sums retained on deposit to provide further financial reserves in the case of emergency.</p>	Town Clerk councillors
10. Inability to maintain existing services, because of budget cuts and/or introduction of new services .	<p>Budget review annually to allocate sufficient resources.</p> <p>The core activities of the council are identified and given precedence in allocation of the council's financial resources.</p> <p>Regular reports are submitted to Council/relevant</p>	<p>As part of the appraisal of any potential new services the impact on existing services should be fully understood before any decisions are made.</p>	Town Clerk councillors

	committee comparing actual expenditure to date to budget. Budgets are set with due regard to previous expenditure levels, inflationary pressures and foreseeable variations in service levels, costs and other factors.		
11. That the council's finances are run effectively and efficiently	<p>In addition to internal management checks and controls, the council's internal auditor carries out annual financial and systems audit through the agreed internal audit programme.</p> <p>External audit is carried out by Council's Auditors</p>	<p>Ensure Internal Auditor appointed, and internal audit programme agreed.</p> <p>Ensure relevant documents and returns made to external auditor in accordance with their requirements.</p>	RFO
12. Protection of council against theft by officers or former officers of the council	Council has fidelity insurance		
13. Loss of computerized financial records and other records	The council has an approved back-up system for its computerised records.		Town Clerk
14. Council's business is protected against loss, damage and claims made upon it	Council has a combined insurance policy for buildings, property, employers and public liability	Continuous review of insurance cover, terms and valuations of insured buildings.	Town Clerk
15. Failure to comply with Health and Safety legislation	Council has a comprehensive Health and Safety Risk Assessment Process for its activities and processes	Continuous review and updating of Risk assessments	Deputy Town Clerk
16. Central Administration: Council	Town Clerk is supported by Deputy		Town Clerk

has in place sufficient qualified or experienced staff to operate and manage its activities and structures are in place to protect operations against loss of a key member of staff	<p>Town Clerk to deputise in their absence.</p> <p>Key administrative staff have assigned duties but are multi-skilled and there is shared knowledge of roles to ensure continuation of operation in the event of a member of staff being unavailable to carry out their duties.</p> <p>Written procedure notes produced for key duties.</p> <p>Staff Structures are incorporated into the remit of a council committee to ensure effective review and approval of recruitment as required.</p> <p>Budget Allocation is made to staff (and member) training each year to ensure training needs can be met.</p>		
17. Grounds Maintenance/Grass Cutting – contractor goes into liquidation or tender price on contracts rises significantly	Renewal of contracts to be undertaken in sufficient time for budgets to be amended if necessary – this process to be built into ongoing budgeting processes.		Town Clerk Deputy Town Clerk
18. Land – loss of land or public open space through encroachment,	Boundaries of area are known and recorded/mapped.	Mapping programme ongoing.	Town Clerk

adverse possession etc	Ongoing programme of inspection of council owned POS		
19. Litigation against council	<p>Council has Public Liability and Employer's Liability Insurance.</p> <p>Council has ongoing relationship with local law Firm that has knowledge of the council's services and processes.</p>		Town Clerk
20.Pandemic	Scheme of delegation established	Review the need for a specific reserve fund to manage through a national crisis such as a pandemic	Town Clerk

Report to: Hailsham Town Council

Date: 24th January 2024

By: Michelle Webber – RFO

Title of report: Budget for 2024/2025

PURPOSE:

To discuss and finalise the budget for 2024/2025 in relation to the adjustments suggested by the Finance, Budget, and Resource committee at the budget meeting 13th December 2023.

To confirm precept amount to request from Wealden District Council.

BACKGROUND:

Hailsham Town Council is 1 of 63 Town/Parish councils in the UK with precepts in excess of £1 million.

Using the 2023-2024 budget as the baseline for setting the 2024-2025 budget, I have reviewed the ongoing expenditure costs to the council and have made the following adjustments, these are detailed in the budget notes attaches as an appendix to the budget papers.

- . 3% increase across most of the budget areas as per the five-year budget in the business plan.
- . increase in utilities across most sites for Electric/Gas and Water due to increase prices.
- . Burial Fee increases of 3% for 2024-2025.
- . All SCP and JNC increase have now been implemented with an additional 4% increase for 2024-2025.
- . The provision of expenditure for the outcome of the staff review. This was resolved to include all possible new posts. These have been included in the wages and salaries budget.
- . Member Allowances for 2024-2025 – **TO BE DECIDED AT THIS MEETING OF COUNCIL**
- . Gravedigging costs are increased by RPI 4%.
- . Horticultural & Grass cutting contracts are increase by RPI 4%.
- . Street Market income budget has been added for stall income - £1,100.
- . Travel and training have been increased to £5,000 in total but will be split as follows – Staff training - £3,000, Councillor training - £1,000 and Travel costs - £1,000.
- . Hosting, Domains, and Computer software has been increased as these came in higher than budgeted in the current year.
- . Tree Surgery budget increased to £28,000 on recommendation of outdoor works manager and a separate tree work budget of £3,000 for cemetery.
- . Youth Service – Increase of income budget from £1,000 to £6,000.
- . Youth Service – Increase of £6,000 to cover possible crossover time period of buildings and extra

expenditure for 2 buildings.

- . Changing Places – Increase from £13,000 to £15,000 based on actual data from neighbouring councils providing the service currently.
- . Election – increase to £10,000 from £5,000 to prepare for next elections – as current year elections totalled - £40,000.
- . Survey Fees - £10,000 as agreed at AMC for full asset survey.
- . James West – Expenditure adjusted as now based on a year of actual data.

Items reinstated from 2023-2024 budget.

£28,100 Maintenance Plan for 2024-2025 as per work manager information.

£16,000 Annual grants for local organisations (£11,000 was originally removed)

£7,700 Urban grass cutting – Reduced due to self-delivery.

Items removed from the current budget.

£192.00 Allotment software not required.

£1,200 income from hire of Pavilion

£1,000 Bus Alliance

. The councils general reserve fund as at end of March 2023 was below the recommended level of £300,000. At the time of this report presented the general reserves are at over £500,000. At present the RFO predicts the general reserve balance will be over £300,000 at year end.

The Councils ear marked reserves statement is attached as part of these papers, including ringfenced funds from reserves.

Other Factors

Taking all the above adjustments into account there is a shortfall at present of £294,359 in the overall budget, however this is possible to change depending on the outcome of discussions in relation to items prior to this agenda item at this meeting.

To consider the information provided by the RFO and discuss the draft budget for 2024-2025.

22.86% which equates to £204.75 per Band D household which is £38.10 per year increase.

Which is £3.94 per week, an increase of 73p per week on last year's band D tax rate.

The precept to be requisition from Wealden District Council as at the time of this report is £1,581,947.

CONSIDERATION:

To finalise the budget for 2024-2025 and resolve to confirm the precept to be requisitioned from Wealden District Council.

SUMMARY OF COMMITTEE'S ESTIMATES - 2024/2025

% of budget

Total Income	128,505	
Total Expenditure	1,710,452	
Total Budget	1,581,947	
Drawn from surplus	-	0
TOTAL PRECEPT	1,287,588	
Breakdown		
Precept (tax base x £166.65 band D)* 7726.3	1,287,588	100
		0
Total combined precept/grant	1,287,588	
Drawn from surplus/Reserves	294,359	

7726.3

166.65

Additional Homes	1,766.33		
Additional £ per band D	38.10	204.75	22.86%

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	
Tax base for 2019/20	7649.3	
Tax base for 2020/21	7476.4	
Tax case for 2021- 2022	7584.2	0
Tax base for 2022-2023	7675.4	
Tax base for 2023-2024	7689.8	
Tax base for 2024-2025	7726.3	

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
100 Common Pond Allotments							
1000 Allotment Rent (Inc)		448	448	0	0	0	0
Total Income		448	448	0	0	0	0
4510 General Maintenance		1,470	2,000	0	0	0	0
4520 Software Licence		64	0	0	0	0	0
4550 Water & Sewerage		150	656	0	0	0	0
Total Overhead Expenditure		1,684	2,656	0	0	0	0
Net Income over Expenditure		(1,236)	(2,208)	0	0	0	0
105 Battle Road Allotments							
1000 Allotment Rent (Inc)		2,010	2,010	0	0	0	0
Total Income		2,010	2,010	0	0	0	0
4510 General Maintenance		161	165	0	0	0	0
4520 Software Licence		64	0	0	0	0	0
4550 Water & Sewerage		760	675	0	0	0	0
Total Overhead Expenditure		985	840	0	0	0	0
Net Income over Expenditure		1,025	1,170	0	0	0	0
110 Harold Ave Allotments							
1000 Allotment Rent (Inc)		576	576	0	0	0	0
Total Income		576	576	0	0	0	0
4510 General Maintenance		64	150	0	0	0	0
4520 Software Licence		64	0	0	0	0	0
Total Overhead Expenditure		128	150	0	0	0	0
Net Income over Expenditure		448	426	0	0	0	0
115 Western Road Recreation Ground							
1050 Rent		100	1,061	0	0	0	0
Total Income		100	1,061	0	0	0	0
4130 Gas/Electricity		300	300	0	0	0	0
4510 General Maintenance		802	1,073	0	0	0	0
4550 Water & Sewerage		1,647	1,700	0	0	0	0
4560 Drainage		2,000	2,000	0	0	0	0
Total Overhead Expenditure		4,749	5,073	0	0	0	0
Net Income over Expenditure		(4,649)	(4,012)	0	0	0	0
120 Maurice Thornton Playing Field							
4510 General Maintenance		836	450	0	0	0	0
4550 Water & Sewerage		76	78	0	0	0	0
4560 Drainage		2,000	2,000	0	0	0	0
4600 Annual Rent		1,000	1,000	0	0	0	0

Continued over page

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4605	Pitch Marking Paint/Contractor	515	530	0	0	0	0
	Total Overhead Expenditure	4,427	4,058	0	0	0	0
	Net Income over Expenditure	(4,427)	(4,058)	0	0	0	0
125	Play Areas						
4140	Insurance	1,494	1,539	0	0	0	0
4510	General Maintenance	2,421	2,494	0	0	0	0
4650	Safety Gates	1,000	1,000	0	0	0	0
	Total Overhead Expenditure	4,915	5,033	0	0	0	0
	Net Income over Expenditure	(4,915)	(5,033)	0	0	0	0
130	Public Open Spaces						
1100	Fishing Permits	850	850	0	0	0	0
	Total Income	850	850	0	0	0	0
4620	Teen Shelter	1,000	1,000	0	0	0	0
4690	POS - General Main	347	357	0	0	0	0
4695	Vermin Control	579	596	0	0	0	0
4700	Plant & Skip Hire	4,370	4,501	0	0	0	0
4705	Maintenance Plan	0	28,100	0	0	0	0
4715	Country Park - General Maint	522	522	0	0	0	0
4720	Orchard Park - General Maint	787	787	0	0	0	0
4725	Graffiti Cleaning	0	3,000	0	0	0	0
4730	Ersham Road Common - Gen	55	55	0	0	0	0
4735	Signage	0	2,000	0	0	0	0
	Total Overhead Expenditure	7,660	40,918	0	0	0	0
	Net Income over Expenditure	(6,810)	(40,068)	0	0	0	0
135	Common Pond						
4510	General Maintenance	743	765	0	0	0	0
	Total Overhead Expenditure	743	765	0	0	0	0
	Net Income over Expenditure	(743)	(765)	0	0	0	0
145	Horticultural & Ground Maint						
4750	Grass & Hedge Cutting	29,786	30,977	0	0	0	0
4755	Tree Surgery	22,803	28,000	0	0	0	0
	Total Overhead Expenditure	52,589	58,977	0	0	0	0
	Net Income over Expenditure	(52,589)	(58,977)	0	0	0	0
160	Environment Services						
4745	Urban Grass Cutting	0	7,700	0	0	0	0
	Total Overhead Expenditure	0	7,700	0	0	0	0

Continued over page

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	0	(7,700)	0	0	0	0
170 Funded Projects						
4980 Church Yard CCTV Service	309	309	0	0	0	0
4985 War Memorial - All Costs	515	720	0	0	0	0
4990 CAB Rent & Grant	13,300	13,300	0	0	0	0
Total Overhead Expenditure	14,124	14,329	0	0	0	0
Net Income over Expenditure	(14,124)	(14,329)	0	0	0	0
180 Cortlandt Stable Block						
4995 Rent/Rates/Utilities	17,296	0	0	0	0	0
Total Overhead Expenditure	17,296	0	0	0	0	0
Net Income over Expenditure	(17,296)	0	0	0	0	0
200 Tourism & Leisure						
1400 Street Market Stall Pitch Fee	0	1,100	0	0	0	0
Total Income	0	1,100	0	0	0	0
4125 Rates	0	600	0	0	0	0
4905 Miscellaneous Items	219	369	0	0	0	0
4910 Event Advertising	579	596	0	0	0	0
4915 Bus Alliance	1,000	0	0	0	0	0
4925 Summer Event	3,930	3,680	0	0	0	0
4930 Christmas Light Switch On	2,165	1,000	0	0	0	0
4935 Christmas Market	2,155	1,815	0	0	0	0
4940 Fun Run	5,000	5,000	0	0	0	0
4955 Remembrance Sunday	0	500	0	0	0	0
4965 Bonfire S Summer Event	0	3,300	0	0	0	0
Total Overhead Expenditure	15,048	16,860	0	0	0	0
Net Income over Expenditure	(15,048)	(15,760)	0	0	0	0
205 Festive Lighting						
4975 Christmas Festoons	11,825	14,050	0	0	0	0
Total Overhead Expenditure	11,825	14,050	0	0	0	0
Net Income over Expenditure	(11,825)	(14,050)	0	0	0	0
300 Town Council Site						
1200 Kemer Kebab	10,500	10,500	0	0	0	0
1205 4 Market Square (Inc)	6,500	6,500	0	0	0	0
1275 Insurance Recharge	400	424	0	0	0	0
Total Income	17,400	17,424	0	0	0	0
4115 Telephone & mobiles	3,000	3,000	0	0	0	0
4125 Rates	7,428	7,600	0	0	0	0

Continued over page

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4130	Gas/Electricity	8,000	8,240	0	0	0	0
4140	Insurance	13,378	13,792	0	0	0	0
5000	Internal Repairs/General Maint	232	500	0	0	0	0
5005	External Repairs/General Maint	669	688	0	0	0	0
5010	Electronic Gates	546	562	0	0	0	0
5015	Maintenance 4 Market Sq	1,688	1,688	0	0	0	0
5020	Gas Boiler - Annual Service	212	300	0	0	0	0
5025	Intruder & Smoke Alarm	295	350	0	0	0	0
	Total Overhead Expenditure	35,448	36,720	0	0	0	0
	Net Income over Expenditure	(18,048)	(19,296)	0	0	0	0
305	Maurice Thornton Pavilion						
1215	Pavilion Lets	1,200	0	0	0	0	0
	Total Income	1,200	0	0	0	0	0
4130	Gas/Electricity	1,803	1,500	0	0	0	0
4510	General Maintenance	530	546	0	0	0	0
4550	Water & Sewerage	320	300	0	0	0	0
	Total Overhead Expenditure	2,653	2,346	0	0	0	0
	Net Income over Expenditure	(1,453)	(2,346)	0	0	0	0
310	Grovelands Barn						
4510	General Maintenance	274	282	0	0	0	0
5100	MT Hut/Grovelands Barn	530	546	0	0	0	0
5105	Grovelands Barn Rates	3,152	3,200	0	0	0	0
	Total Overhead Expenditure	3,956	4,028	0	0	0	0
	Net Income over Expenditure	(3,956)	(4,028)	0	0	0	0
315	Union Corner Hall						
4510	General Maintenance	1,000	1,000	0	0	0	0
	Total Overhead Expenditure	1,000	1,000	0	0	0	0
	Net Income over Expenditure	(1,000)	(1,000)	0	0	0	0
320	Public Toilets - Stable Block						
4515	Cleaning/Maintenance	15,450	5,100	0	0	0	0
	Total Overhead Expenditure	15,450	5,100	0	0	0	0
	Net Income over Expenditure	(15,450)	(5,100)	0	0	0	0
325	Changing Pod						
4515	Cleaning/Maintenance	0	15,000	0	0	0	0
	Total Overhead Expenditure	0	15,000	0	0	0	0

Continued over page

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	0	(15,000)	0	0	0	0
330 Welbury Farm/Jim West Com Hall						
1210 Meeting Room Lets/J West	33,000	33,000	0	0	0	0
Total Income	33,000	33,000	0	0	0	0
4115 Telephone & mobiles	1,200	1,200	0	0	0	0
4125 Rates	9,023	9,250	0	0	0	0
4130 Gas/Electricity	8,000	6,500	0	0	0	0
4510 General Maintenance	2,357	2,500	0	0	0	0
4515 Cleaning/Maintenance	6,000	5,050	0	0	0	0
4550 Water & Sewerage	1,000	2,000	0	0	0	0
5150 Maintenance/Running Costs	420	500	0	0	0	0
5155 J West Refund	0	6,000	0	0	0	0
Total Overhead Expenditure	28,000	33,000	0	0	0	0
Net Income over Expenditure	5,000	0	0	0	0	0
400 Cemetery Lodge						
1220 Cemetery Rent	6,900	6,900	0	0	0	0
Total Income	6,900	6,900	0	0	0	0
4510 General Maintenance	174	179	0	0	0	0
5175 Cemetery Lodge Repairs	464	478	0	0	0	0
Total Overhead Expenditure	638	657	0	0	0	0
Net Income over Expenditure	6,262	6,243	0	0	0	0
405 Cemetery Services & Overheads						
1500 Burial Fees	53,045	54,636	0	0	0	0
Total Income	53,045	54,636	0	0	0	0
4125 Rates	4,326	6,300	0	0	0	0
4130 Gas/Electricity	3,430	3,533	0	0	0	0
4550 Water & Sewerage	350	500	0	0	0	0
4750 Grass & Hedge Cutting	17,783	17,783	0	0	0	0
5210 Telephone	637	656	0	0	0	0
5215 Fire Extinguisher/Boiler Servi	128	170	0	0	0	0
5220 Pest Control	318	328	0	0	0	0
5225 Repairs/Cleaning & Waste	2,145	2,208	0	0	0	0
5230 Burial Record IT-Licence	349	500	0	0	0	0
5300 Grave Digging	15,757	16,400	0	0	0	0
5305 Maintenance Flowers & Trees	4,062	3,579	0	0	0	0
5350 Ditch Clearance	61	1,093	0	0	0	0
Total Overhead Expenditure	49,346	53,050	0	0	0	0
Net Income over Expenditure	3,699	1,586	0	0	0	0
500 Street Lighting						

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4510 General Maintenance	16,391	16,883	0	0	0	0
5375 New Lighting	0	18,350	0	0	0	0
5380 Energy (145516 kwh per year)	14,490	14,925	0	0	0	0
5390 Annual Repairs	12,384	12,384	0	0	0	0
Total Overhead Expenditure	43,265	62,542	0	0	0	0
Net Income over Expenditure	(43,265)	(62,542)	0	0	0	0
505 Street Furniture						
5400 Bus Shelter Repairs	281	289	0	0	0	0
5405 Black Sacks	200	0	0	0	0	0
5410 Defibrulators	1,073	2,000	0	0	0	0
Total Overhead Expenditure	1,554	2,289	0	0	0	0
Net Income over Expenditure	(1,554)	(2,289)	0	0	0	0
600 Staffing Costs						
4000 Wages (Manual)	177,885	203,529	0	0	0	0
4005 Salaries (Admin.)	318,833	347,004	0	0	0	0
4010 NHI (Wages & salaries)	72,949	81,048	0	0	0	0
4015 Pension (wages & salaries)	89,796	78,222	0	0	0	0
4020 Youth Café & InfoPoint	145,745	172,673	0	0	0	0
4025 NHI Youth Café & InfoPoint	12,768	17,093	0	0	0	0
4030 Pension Youth Café & InfoPoint	18,324	21,903	0	0	0	0
4040 Staff Review - new roles	0	102,241	0	0	0	0
4055 Honoraria's (Bailiffs/Tree War	2,000	2,122	0	0	0	0
4060 Members Allowances	24,953	26,473	0	0	0	0
Total Overhead Expenditure	863,253	1,052,308	0	0	0	0
Net Income over Expenditure	(863,253)	(1,052,308)	0	0	0	0
605 Administration Expenses						
4100 Office equip/etc/computer	4,666	4,666	0	0	0	0
4105 Newsletter	2,500	3,000	0	0	0	0
4110 Annual Town Meeting	618	637	0	0	0	0
4120 Contract Cleaning	4,841	4,841	0	0	0	0
4135 Annual Electrical Test of Equi	338	348	0	0	0	0
4145 Franking machine/postage	1,300	900	0	0	0	0
4150 Audit fees	3,039	3,130	0	0	0	0
4155 Travelling, Training & seminar	3,183	5,000	0	0	0	0
4160 Photocopier lease & Monthly	2,967	3,056	0	0	0	0
4165 Room Hire Expenses	618	1,200	0	0	0	0
4170 Computer Software/licenses	5,790	5,964	0	0	0	0
4175 Website Hosting/Domains	1,133	1,167	0	0	0	0
4180 Subscriptions & Publications	4,635	6,000	0	0	0	0
4185 Professional fees	4,223	5,200	0	0	0	0
4186 Survey Fees	0	10,000	0	0	0	0
4190 Election	5,000	10,000	0	0	0	0
4195 Advertising / Publicity	515	546	0	0	0	0

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Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4200	Annual extinguisher etc., insp	350	350	0	0	0	0
4205	Stationery & miscellaneous	3,000	2,744	0	0	0	0
4210	Commercial Rubbish Disposal	7,730	8,117	0	0	0	0
4215	Civic regalia	258	274	0	0	0	0
4220	Hailsham Neighbourhood Plan	5,000	5,000	0	0	0	0
4225	Vending/Water Machine	1,000	1,500	0	0	0	0
4550	Water & Sewerage	1,220	1,220	0	0	0	0
	Total Overhead Expenditure	63,924	84,860	0	0	0	0
	Net Income over Expenditure	(63,924)	(84,860)	0	0	0	0
610	Chairmans Allowance						
4280	Chairmans allowance	1,500	1,500	0	0	0	0
	Total Overhead Expenditure	1,500	1,500	0	0	0	0
	Net Income over Expenditure	(1,500)	(1,500)	0	0	0	0
615	Youth Provision						
1310	Activity Income	1,000	6,000	0	0	0	0
	Total Income	1,000	6,000	0	0	0	0
4125	Rates	6,200	6,578	0	0	0	0
4300	Youth Café	9,373	15,944	0	0	0	0
4305	FNP	2,527	2,681	0	0	0	0
4315	Safe Hub	400	424	0	0	0	0
4320	Hellingly Youth Club	300	318	0	0	0	0
4325	Mini Bus	1,600	1,697	0	0	0	0
4330	Monday Club	600	637	0	0	0	0
	Total Overhead Expenditure	21,000	28,279	0	0	0	0
	Net Income over Expenditure	(20,000)	(22,279)	0	0	0	0
620	Machinery/Tools/Protective Clo						
4350	Protective Clothing	572	600	0	0	0	0
4355	Tools	1,573	1,609	0	0	0	0
	Total Overhead Expenditure	2,145	2,209	0	0	0	0
	Net Income over Expenditure	(2,145)	(2,209)	0	0	0	0
625	Vehicle Fleet						
4360	Leasing costs	13,000	13,792	0	0	0	0
4365	Vehicle Overheads - fuel	3,305	3,713	0	0	0	0
4370	Vehicle Overheads - service &	1,049	1,000	0	0	0	0
4375	Vehicle Overheads - Insurance	2,856	3,200	0	0	0	0
	Total Overhead Expenditure	20,210	21,705	0	0	0	0
	Net Income over Expenditure	(20,210)	(21,705)	0	0	0	0

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Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
630 Twinning						
4395 Civic Events	400	400	0	0	0	0
Total Overhead Expenditure	400	400	0	0	0	0
Net Income over Expenditure	(400)	(400)	0	0	0	0
635 Misc. Provision						
4400 Annual Grants	0	16,000	0	0	0	0
Total Overhead Expenditure	0	16,000	0	0	0	0
Net Income over Expenditure	0	(16,000)	0	0	0	0
640 Section 137 (Free Resource)						
4999 Miscellaneous	400	424	0	0	0	0
Total Overhead Expenditure	400	424	0	0	0	0
Net Income over Expenditure	(400)	(424)	0	0	0	0
650 Funded Services						
1235 Post Office - H/card	0	500	0	0	0	0
Total Income	0	500	0	0	0	0
5500 Hellingly P.C. subsidy (as pro	34,779	42,262	0	0	0	0
5505 Hailsham Revitalization Fund	5,150	5,464	0	0	0	0
5510 CCTV - Camera costs	8,196	7,000	0	0	0	0
5515 Post Office Operation costs	60,000	60,000	0	0	0	0
Total Overhead Expenditure	108,125	114,726	0	0	0	0
Net Income over Expenditure	(108,125)	(114,226)	0	0	0	0
655 Account Int & Commuted Sums						
1076 Precept	1,281,529	0	0	0	0	0
1080 Interest on accounts	1,000	4,000	0	0	0	0
Total Income	1,282,529	4,000	0	0	0	0
5550 Bank charges	618	900	0	0	0	0
Total Overhead Expenditure	618	900	0	0	0	0
Net Income over Expenditure	1,281,911	3,100	0	0	0	0
Total Budget Income	1,399,058	128,505	0	0	0	0
Expenditure	1,399,058	1,710,452	0	0	0	0
Movement to/(from) Gen Reserve	0		0	0	0	0

Net Expenditure Analysis by cost centre						
	CC		2023-24	2024-25	Difference	Reason
	100		-1236	-2208	-972	Increase in water and waste collection costs
	105		1025	1170	145	
	110		448	426	-22	
	115		-4649	-4012	637	Electric costs for running track
	120		-4427	-4058	369	
	125		-4915	-5033	-118	
	130		-6810	-40068	-33258	Maintenance Plan reinstated, signage and grafftti cleaning
	135		-743	-765	-22	
	145		-52589	-58977	-6388	Tree works including cemetery tree work
	160		0	-7700	-7700	Reinstated Urban grass cutting
	170		-14124	-14329	-205	
	180		-17296	0	17296	2 North Street building lease ended
	200		-15048	-15760	-712	Additional events as per costed plan
	205		-11825	-14050	-2225	Contingency for repairs
	300		-18048	-19296	-1248	3% across Town council site
	305		-1453	-2346	-893	
	310		-3956	-4028	-72	
	315		-1000	-1000	0	
	320		-15450	-5100	10350	Public Toilets closed
	325		0	-15000	-15000	Changing places reinstated
	330		5000	0	-5000	James west to run costs neutral
	400		6262	6243	-19	
	405		3699	1586	-2113	Increase in rates, inflation increase to grave digging
	500		-43265	-62542	-19277	New lighting budget based on 5 year average
	505		-1554	-2289	-735	
	600		-863253	-1052308	-189055	Staffing review struture, JNC/NJC increase
	605		-63924	-84860	-20936	Survey fees, increase in election costs, training budget,
	610		-1500	-1500	0	
	615		-20000	-22279	-2279	Provision for new buildings and increase in income budget
	620		-2145	-2209	-64	
	625		-20210	-21705	-1495	3% increase
	630		-400	-400	0	
	635		0	-16000	-16000	Reinstated Annual grants
	640		-400	-424	-24	
	650		-108125	-114226	-6101	Additional Hellingly PC subsidy
	655		382	3100	2718	increase in bank interest
	Total Budget		- 1,281,529.00	- 1,581,947.00	- 300,418.00	
					- 300,418.00	

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - CIL 18/19	166,334.77	-116,169.85	50,164.92
321 EMR - CIL 19/20	115,255.99	-541.90	114,714.09
322 EMR - CIL 20/21	123,824.58		123,824.58
324 EMR - CIL 22/23	688,269.29		688,269.29
325 EMR - Ripley's Land	27,162.49	-7,371.00	19,791.49
326 EMR - Historical Commuted Sum	39,450.00	-12,336.84	27,113.16
328 EMR - Ripley's POS	23,790.28		23,790.28
329 EMR - Street Lighting	26,643.00	-8,554.09	18,088.91
330 EMR - S106	1,757.07		1,757.07
331 EMR - Comm Building Project	18,618.00		18,618.00
332 EMR - Hard Surface	1,324.00	-1,324.00	0.00
333 EMR - Youth Services	32,994.00	-2,700.00	30,294.00
334 EMR - Public Toilet reinstate	25,500.00	-25,000.00	500.00
335 EMR - Cemetery New Burial Fund	17,500.00		17,500.00
336 EMR - Transport GRant Balance	3,100.00		3,100.00
337 EMR - NHP	9,772.00		9,772.00
338 EMR - St Mary Church Lights	3,000.00	-3,000.00	0.00
339 EMR - Car Park Pass Cllrs	500.00		500.00
340 EMR - Drainage	6,800.00	-4,000.00	2,800.00
341 EMR- Western Rd Lighting	10,937.00	-10,937.00	0.00
342 EMR - Changing Places	10,100.00	-100.00	10,000.00
343 EMR - Maintenance Plan 22/23	38,517.00	-38,311.61	205.39
344 EMR - Cemetery Lodge Boiler	3,617.00		3,617.00
345 EMR - Cem Garden of Rem work	7,240.00	-5,459.84	1,780.16
346 EMR- Staffing Review	5,000.00	-5,000.00	0.00
347 EMR - Election Costs	12,971.00	-12,971.00	0.00
348 EMR- Revitalization Fund	21,118.00		21,118.00
349 EMR- Post Office Subsidy	20,107.00	-10,107.00	10,000.00
350 EMR - Storm Damage	2,000.00		2,000.00
351 EMR - Cortlandt Stable Block	4,390.00		4,390.00
352 EMR - Events 2023-2024	4,200.00	-4,200.00	0.00
353 EMR - Xmas Lighting Repairs	3,000.00	-3,000.00	0.00
354 EMR - Chairmans Allow 22-23	853.00	-853.00	0.00
355 EMR - 4 Market Square Roof	6,000.00		6,000.00
356 EMR - Allotments	5,070.00	240.00	5,310.00
357 EMR - CIL 23-24	0.00	1,343,764.58	1,343,764.58
	1,486,715.47	1,072,067.45	2,558,782.92

