



## 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 22<sup>nd</sup> January 2025 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 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 13th November 2024, and the Extraordinary Meeting of Hailsham Town Council held on 12th December 2024, are confirmed as correct records and signed by the Chairman.
5. **Hailsham 'Furniture Now'**  
To receive an update and consider a request for funding.
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. **Wealden District Council Update**  
To receive an update from the Wealden District Councillors for Hailsham
9. **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:
10. **Chairman's Allowance**  
To consider a request from the chairman to re-allocate grants from his allowance.

11. **Report of the Independent Wealden Parish Remuneration Panel 2025/26**  
To consider the recent report and recommendations of the Wealden Parish Remuneration panel and their implications for Hailsham Town Council
  
12. **Precept 2025-2026**  
To consider the recommendations of the Finance, Budget and Resources Committee (18th December 2024) and any additional resolutions or budget pressures that will affect the budget for 2025-2026.  
  
To resolve the precept for the financial year April 2025 to March 2026 to be requisitioned from Wealden District Council
  
13. **Strengthening the Standards and Conduct Framework for Local Authorities in England' Government Consultation**  
To consider the council making a corporate response to the consultation
  
14. **Neighbourhood Plan Consultation Programme**  
To consider the Neighbourhood Plan Committee's plans for consultation



John Harrison, Town Clerk  
16th January 2025



**Dear Councillors**

### **Councillor's report to HTC Jan 2025**

This is a long report as there are a number of issues facing the town that Hailsham Town council should be aware of, have some input to and make decisions on.

### **ESCC budget**

There is to be a whole County Council forum on the afternoon of the 22<sup>nd</sup> where the Council will be presented with more facts and figures about the county finances and what choices there are open to the council to decide on. I will update the council on the evening of the 22<sup>nd</sup> about what the conclusions are and what it will mean for the residents of this town. The budget setting meeting will take place on 11th February and it will be at that meeting when decisions will be made. No doubt it will be press very quickly after that.

### **Highways**

Highways matters continue to fill up my inbox of correspondence in Hailsham and there are a number of matters to report. I have reported over 40 incidents and issues to county highways in the last 12 months alone. I have regular monthly catch up meetings with the local highways steward who does a tremendous job around the area.

### **Ersham Road South Road junction gas leaks.**

Members don't need me to say that the delays caused by the continual digging up this junction by SGN is causing huge ramifications in the whole town. These roadworks affect me on a daily basis as I live less than 200 m away. These road works were an emergency to fix a gas leak, we really don't want a gas explosion right next to a petrol station. County highways cannot refuse these works, only stipulate mitigation measures.

I spent an early morning with councillor Carpenter by this junction observing traffic movement. As a result of which I wrote to County highways and SGN with a list of recommendations to increase mitigation, like moving the bus stop along the road about 50m. Adjusting the timing of the temporary lights so that in the morning traffic coming into town has more time and the reverse being the case in the evenings. More signage to not block right turns into Gordon road, The Diplocks, Station road, Western road and the traffic lights at George street North street.

Inconsiderate drivers are a part of the cause of increasing delays. I have a video of two buses stopping at the bus stop for 40 seconds causing a tailback to the junction, a driver in a huge Hilux pick-up with a trailer, pulled out of the garage with insufficient room to make a right turn thus blocking the road so that cars entering the town were stationary until the buses moved off and the Hilux was able to move off.

I wrote to the Chief Operating Officer at SGN requesting an explanation of the continual works at this junction the reply is:-

*"I have followed up with the Regional Manager to understand the recent works carried out and the history which I hope answers the questions you have raised.*

*On reviewing our records we have identified four occasions where we've requested the use of traffic signals since May 2022 to carry our repairs to the gas main. The most recent works are now completed after a number of joint repairs on the cast iron gas main on South Road near the junction with Ersham Road.*

*We actively monitor all repairs and the condition of our network to determine when it is appropriate to replace sections of pipe. Our most recent assessment has confirmed that this section of pipe has not met the criteria to be replaced. We will of course continue to monitor this and maintain the network in compliance with our safety procedures. I would like to reassure you that this pipe will continue to provide a safe and reliable supply of gas to the surrounding area."* SGN are also aware of the future plans for this junction to be made into a larger roundabout, but have yet to have detailed discussions about the plans with county Highways.

There is a bit of good news in that the new regulations for Utilities comes into effect on the 1<sup>st</sup> April, they can be fined by the County Council if they overrun the license they have been granted. This will encourage the companies to carry out any works smartly and on time.

### **Medical care facilities in Hailsham**

I met with primary health care practices in the town with Councillors Carpenter and Crittenden and saw the huge difficulties practices are under trying to provide the medical care that the town needs.

I raised the issue of lack of medical care in the town with senior NHS officials in the county at the Health and Overview Scrutiny Committee (HOSC) just before Christmas. There was no report on the lack of care facilities in Hailsham on the agenda and neither does this appear in the HOSC work program for the next year. I managed to get a discussion on the Wealden medical facilities being hollowed out as there are issues in other places like Uckfield and Wadhurst. There will now be a report going to HOSC about the care facilities in Wealden. At the time that was to be in March but with the local government reorganization plans now, I think this will be delayed to June.

In my view, there is a lot of finger pointing going on between the NHS, Wealden District Council and the primary carers in the town that is not in the best interest of the town and residents. The County Council stands back and says it's nothing to do with us. Our town's population keeps growing but the available medical facilities have not matched that population growth.

I subsequently met with the senior NHS Integrated Care Board manager for Sussex and discussed the situation. He is willing to meet with members here to exchange information, would members be interested in meeting with him?

### **Local Government re-organisation White Paper**

The White Paper has huge ramifications for the future of East Sussex. It's 115 pages long and deals with the proposal to abolish District and Borough councils and make the County Council a unitary authority plus making a Strategic Mayor over the whole of Sussex. With responsibilities for the Police the fire authority and anything else that will be strategic like health and transport, the details of which will be hammered out in the next two years before the election of the Mayor.

There is a massive amount of work to do with many questions to be asked and answered, so matters will change rapidly over the next weeks and months. I lost count of the times that that mentions Greater Manchester in the Paper, held up as a beacon of good practice.

On January 9<sup>th</sup> the County Council voted to ask the Local government Minister to delay the elections due to be held in May. There were 13 other conservative controlled County Councils who voted the same. The decision is for the Minister to make and will be published by the end of January. I voted against the delay as I want an election as scheduled in May as that is my mandate when I was elected nearly 4 years ago.

The White Paper barely mentions town and parish councils and what it could mean to them. Here are a few points stated in the white paper

- There will be a new approach to communities. It will allow local councils greater control over the activities of establishments and premises that can cause health and environmental issues. It will also allow “the right to buy” valued community assets and community spaces. This will empower local people to bring community spaces back into the community ownership.
- For hyper local issues, communities should be empowered to make change happen such as taking over ownership of community assets.
- We will also work with town and parish council sector to improve engagement between them and the Local Authorities.
- We will also rewire the relationship between Town and parish councils and Principal Local Authorities strengthening expectations on engagement and community voices.
- There will be fewer politicians as the District and Borough councils will be abolished. Eastbourne and Hastings will become town councils. The White paper does not say how many Unitary councillors there will be or what their electorate will be or what voting system will be used.

I wrote to both Trevor Scott and Becky Shaw requesting that Town councils be informed along the way. They both said that they would make sure that NALC and SALC are aware of the implications as and when discussions take place as there are so many town and Parish councils in East Sussex to speak to individually.

This reorganisation will happen and it is my recommendation, both as a Hailsham resident and the County Councillor, that Hailsham Town council decides what it wants to happen in the town and responsibilities it is prepared to take on rather than sitting back and letting matters be decided by others.

### **Burfield/ Phoenix academies merger**

I have met with county education officers before Christmas to try and resolve this issue but the overall impression I have is that the County can't do anything, it's a decision for the Regional Schools Director. I have been supporting parents and carers who have been angered by STEP Academy's decision to close Burfield school and merge with Pheonix.

I've met with parents together with Councillors Carpenter and Mrs Blake Coggins. I also have met with the parents and officials from the DfE. The parents put their case directly to the DfE of how they have been treated by STEP Academy Trust. I came away with the clear impression that they had been heard and listened to for the first time after a year since this saga began.

I'm very concerned as to the transparency in the way the DfE carries out the business. As elected members here we are bound by a code of conduct, there is a register of members interests, our contact details are a matter of public record as is our attendance at meetings. Meetings are held in public unless commercially sensitive, County and Wealden council meetings are webcast so the remote public can see what happens. Minutes are released within hours etc. all transparent that the public can see.

Compare that to the DfE. Members of the DfE advisory board are a mixture of nominated, co-opted and elected. But there are no contact details or what code of conduct is they have. How are they elected and by what constituency?

The decision whether to merge took place on the 16<sup>th</sup> January but the decision will not be published for at least 6 weeks. There is no public observance, the meetings are held in private. Such huge decisions affecting hundreds of families need to be made in public and be made accountable.

### **Knife crime talk at the Station Youth Centre**

On the 16<sup>th</sup> January, I attended a talkalong with Councillor Anne-Marie Field, given by Martin Cosser at the Station Youth centre about knife crime. There were about 20 young people in the room to hear the talk. It was very hard hitting and emotional as Martin's son was stabbed to death nearly 18 months ago. His heartfelt message was very clear, don't carry knives and report those who do. If Martin got his message through to just one young person that afternoon, then the talk would have been worthwhile. Very well done to Andy Joyes and the team for arranging the talk.

See the link for more details of the charity that Martin now runs.

[www.charliespromise.org](http://www.charliespromise.org)

# Gerard Fox, County Councillor Report for Hailsham Town Council

**22<sup>nd</sup> January 2025**

## Hailsham Traffic Congestion

I have been in regular dialogue with our highways steward and highways officers regarding the utility works in the town that have led to seemingly endless congestion in recent months. It is important to understand that the county council has limited powers to control works by utility companies (especially when the works are classed as an emergency intervention).

Highways officers assure me that they are continually monitoring all these sites, requesting updates from the utilities and where appropriate challenging the duration of works. If traffic management is reported as inadequate (poorly phased or in key choke points), or the terms of permits abused they have also intervened to insist on manual traffic light control.

Enclosed is a summary of recent and current works in Hailsham, their progress, and highways team interventions:

- UKPN operated multiway traffic lights from 25th Nov to 6th Dec (following a highways team site visit). The works were to facilitate power connection to the garage for EV charging points
- Emergency gas works on South Road required multiway lights as there has been an ongoing issue with gas at this location for some time. Lights were in situ 19th to 27th Dec. There was a follow up visit 3rd to 5th January due to a poor highway reinstatement by the utility that was reported as dangerous for cyclists and motorcyclists
- An emergency SGN closure was put in place to close the High Street in Hailsham on the 31st of Dec. This started as some carriageway incursion but ended up as a full closure, which was lifted on the 15th of Jan after multiple communications with highways. Works impact has reverted to some carriageway incursion due to damage to a water pipe that requires subsequent repair
- An emergency SGN repair started in London Road on the 10th of Jan under two-way lights near the junction of Grovelands Road. These works are ongoing, and highways are monitoring this. The team requested manual control of the lights to aid traffic flows

- SEW emergency works under two-way lights on Hempstead Lane 10th to the 14th of January - manual control was requested due to the proximity of the A22 slip road to Hempstead Lane
- SEW emergency works Upper Horsebridge 14th January to 21st January Manual traffic light control was required on the permit due to the busy location at the end of London Road, the busy A271 (Battle Road) junction with London Road, and additionally the impact of other traffic-controlled works close-by under way from the 13th (with two-way lights already under manual control)
- Battle Road A295 Emergency SEW Road closure 16th January - 21st January Burst 6-inch main which will affect supply
- Closure on Station Road has been delayed until the High Street opens to allow their diversion to be available. This will now be in place from the 20th of January
- B2104 Ersham Road has two-way lights and ongoing traffic management at different times due to the requirement for services for housing development sites

### **Work to make 16 East Sussex sites safer begins**

Work has begun on measures to reduce driver speeds as part of a programme to make East Sussex roads safer.

In 2023, Cllr Claire Dowling, Lead Member for Communities, Economy and Transport, secured £500,000 from the capital budget to explore road safety measures across the county.

A detailed assessment was carried out on the county's A and B roads against factors including the character of the road and the environment, the average speed of vehicles, the level of vulnerable road users, facilities such as schools, shops and hospitals in the area, and the existing crash record.

Through this initial process, 16 roads have been prioritised as sites that could benefit from. speed limit reductions or measures to make the existing speed limit more effective. Improvements that will be introduced include:

- Extensions or reduction in speed limits
- Vehicle Activated Signs
- Road surface treatments
- New signage and lining



Public consultations on the introduction of lower speed limits at 13 other locations across the county are due to begin in the New Year. These schemes will be implemented over the first two years of the council's Speed Management Programme. Further sites will then be assessed, prioritised and changes introduced in future years.

**More information regarding the schemes can be found [here](#).**

### **Children's Services:**

#### **Refurbished children's home reopens following storm damage:**

Staff and residents at a children's residential home in Eastbourne celebrated its reopening recently following storm damage last year. The Bungalow, which accommodates up to seven children and young people aged between 7 and 19 with complex needs and disabilities, suffered extensive damage when Storm Ciaran hit last October. Repairs and planned refurbishments to the building have been carried out over the last year to ensure the building is safe and meets the needs of the residents. The refurbished home and the new facilities, which include a sensory room, a fitted kitchen, newly refurbished bedrooms and bathrooms, and a range of outdoor games and activities as well as an enclosed fire pit.

***More information regarding the children's home can be found [here](#).***

### **Communities, Economy and Transport**

#### **Royal coastal route extended across East Sussex:**

Another 28 miles (45km) of the King Charles III England Coast Path, between Eastbourne and Rye Harbour, have opened in East Sussex. The new section forms part of what will be the world's longest managed trail when all 2,700 miles (4,345km) are joined up. Natural England has worked with East Sussex County Council, Wealden and Rother District Councils, Ramblers and Sussex Wildlife Trust to develop the new part of the trail. The completed sections of the Coast Path across the Southeast make up a near 240-mile (386km) course from Chichester to Brighton and Hove, beyond Eastbourne and Rye Harbour, to the Medway Towns, and on to Woolwich in south-east London

The National Trails website includes maps and advice on route planning. ***More information on the route can be found [here](#).***

### **Congratulations to apprentice graduates:**

The achievements of apprentices from across East Sussex were celebrated, at the Winter Garden's Floral Hall in Eastbourne, at a special graduation ceremony last month.

The East Sussex Apprenticeship Graduation Ceremony, held on the evening of 21 November, attended by 50 graduates, recognised the commitment and hard work of East Sussex apprentices from across all industry sectors and of all ages and levels. The evening also celebrated the contributions of local businesses and educators to the programme and underlined the importance of apprenticeships to the local economy. Graduation certificates were presented on the evening to attendees who completed their apprenticeships between 1 November 2023 and 1 November 2024, including four special awards celebrating outstanding achievements based on nominations received from employers, colleagues, apprenticeship providers.

***More information regarding apprenticeships and the event can be found [here](#).***

### **Impact of Local Government Legislation on East Sussex**

Just before Christmas, the Labour government published a White Paper on English Devolution. Unusually, they did not choose to publish a consultative Green Paper. The White Paper sets out what they plan to do, with legislation to enact it following this spring. They do this with an unstoppable majority in Parliament and claiming the legitimacy of these proposals having figured prominently in their General Election Manifesto.

The bottom line is that whether we like it or not we cannot resist it, and the deliberation of my council colleagues is that on balance we must do this now to retain some capacity for East Sussex to frame its own future rather than have it thrust upon us on less favourable terms later during this Parliament. These changes to local government arrangements are quite complex to enact and represent the most radical change in fifty years. The potential advantage is that they could unlock new money and powers for the region.

The timeline is very demanding and there are very clear carrot and stick pressures on local authorities to move rapidly to a unitary authority model (abolishing Counties, Districts and Boroughs) with a Combined Mayoral Authority sitting above it. In the past East Sussex has rejected a unitary

model in favour of collaborative working with our Districts & Boroughs. Unfortunately, that option no longer remains open to us.

The government invited councils to submit expressions of interest to be considered for the Government's Devolution Priority Programme, requiring indications of interest in support of the creation of a Combined Mayoral Strategic Authority by a deadline on Friday 10<sup>th</sup> January.

Following a debate and vote at an Extraordinary Meeting of Full Council at County Hall, and a meeting of the East Sussex Cabinet on January 9th, a joint expression of interest, was sent from the leaders of East Sussex, West Sussex and Brighton and Hove. ***More on the debate can be read [here](#)***

We anticipate a response from the Secretary of State by the end of this month. The proposal if accepted would deliver the following:

- A Sussex Combined Mayoral Authority would be created covering the footprint of the areas currently served by East Sussex CC, West Sussex CC, and the current Brighton & Hove CC unitary authority.
- The key areas that a Sussex Combined Mayoral Authority would control would include:
  1. Transport and local infrastructure
  2. Skills and employment support
  3. Housing and strategic planning
  4. Economic development and regeneration
  5. Environment and climate change
  6. Health, wellbeing and public service reform
  7. Public safety
- The mayor's cabinet would contain members of the three (now unitary) authorities of East Sussex and West Sussex, with Brighton & Hove.
- The directly elected Sussex Authority Mayor would gain access to investment funds not available to current tiers of local government
- There would be greater local autonomy around how funds are spent and priorities set than exist under current arrangements, where most funds are allocated between authorities for specific purposes to a government formula

- The Sussex Authority would be represented on the Council of the Regions which is where the government intends its future strategic dialogues with local government to take place
- East Sussex would become a unitary authority responsible for the key services currently provided by the county council, districts and boroughs
- Your local unitary authority councillor would become a single point of contact for most local services
- With the County Council being abolished, and decisions around our precise future course slightly hostage to the discretion of the Labour Secretary of State for Local Government, without seeking to pre-judge his response, a reframed electoral timetable seems likely – as has been common in many prior local government reorganisations - with elections for the Sussex CMA Mayor in May 2026, and the election of the East Sussex Unitary Authority members in May 2027

**Gerard Fox**  
**County Councillor**  
**Hailsham New Town**  
**Conservatives**

Report to	<b>Hailsham Town Council</b>
Date	<b>22.01.2025</b>
By	<b>John Harrison, Town Clerk</b>
Title of Report	<b>REPORT OF THE INDEPENDENT WEALDEN PARISH REMUNERATION PANEL 2025-26</b>

**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 4th December 2024. 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. These allowances for 2025/26 to be as set out below.

2025/26	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£194	£482	£1,537
Chairman’s Allowance	£336	£756	£2,122

- 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	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London

London and specified 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 2025/26. 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
2025-26	£1,537	£2,122	3.0%	22.01.2025			
2024-25	£1,492	£2,060	4.6%	24.01.2024	Y	£1,492	£2,060
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 2024-2025 the recommended allowance levels were accepted; this resulted in the total being £27,424.00

(17 X £1492 = £25,364 + £2060 = £27,424.00).

For the following financial year 2025-2026, to accept a 3.0% increase the total would be £28,251.00

$17 \times £1537 = £26,129 + £2,127 = £28,251.00$

This would be an increase in budget of £827.00

The total amount of £28,251.00 has been built into the projected budget for 2025-2026

### **CONSIDERATIONS.**

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

# Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2025/26

## Introduction

1. This is the 24th 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 2025/26 to be as set out below.

<b>2025/26</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
<i>Basic Allowance</i>	£194	£482	£1,537
<i>Chairman's Allowance</i>	£336	£756	£2,122

- 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 2025/26 are set out in the table below.

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	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 2025/26. 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.

### **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 in person on 12 November 2024.

### **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 Local Authorities (Members' Allowances) (England) Regulations 2003, as to:
  - a) the amount of parish basic allowance payable to members of such town and parish councils;
  - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;
  - c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
  - d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable; 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 2024/25.
8. The Clerk to the Panel had invited all Town and Parish Councillors, via the clerks, to provide any comments on the allowance scheme. Four responses had been received and welcomed.
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 Wealden District Councillors at 3%, rounded to the nearest pound (£).
11. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £5193 per annum for the financial year 2025/26. 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) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
14. The Panel **recommends** an increase to all Chairman's Allowances of 3%, 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, 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.
  - Public transport subject to the Council's approval.

### Subsistence Allowance

17. The Panel **recommends** that the current level of subsistence rates to be the same as those indicated for District Councillors. These allowances for 2025/26 are set out in the table below:

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London
London and specified Conferences	£110	

18. 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**

19. 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.
20. Co-opted Members can claim a Co-optees' Allowance as provided for in their own Parish or Town Council's Allowance scheme.

### **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 November 2024**

	<b>LEVEL1</b>	<b>LEVEL2</b>	<b>LEVEL3</b>	
<b>Basic Allowance</b>	£194	£482	£1,537	
<b>Chairman's Allowance</b>	£ 336	£756	£ 2,122	
<b>PARISH</b>	<b>No. of Cllrs</b>	<b>Maximum Basic Allowance</b>	<b>Maximum Chairman's Allowance</b>	<b>% of Recommended District Basic Allowance</b>
<b><u>Level 1</u></b>				
<b>Alciston</b>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<b>Little Horsted</b>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<b>Selmeston</b>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<b>Cuckmere Valley</b>	7	£194	£482	3.74%
<b>Berwick</b>	7	£194	£482	3.74%
<b>Wartling</b>	7	£194	£482	3.74%
<b>Long Man</b>	7	£194	£482	3.74%
<b>Hooe</b>	7	£194	£482	3.74%
<b>Arlington</b>	7	£194	£482	3.74%
<b>Laughton</b>	7	£194	£482	3.74%
<b>Isfield</b>	7	£194	£482	3.74%
<b>Chiddingly</b>	9	£194	£482	3.74%
<b>Hellingly</b>	15	£194	£482	3.74%
<b>Hadlow Down</b>	7	£194	£482	3.74%
<b>Fletching</b>	9	£194	£482	3.74%
<b>Warbleton</b>	11	£194	£482	3.74%
<b>Frant</b>	11	£194	£482	3.74%
<b>Alfriston</b>	7	£194	£482	3.74%
<b>East Hoathly/Halland</b>	9	£194	£482	3.74%
<b>Chalvington/Ripe</b>	7	£194	£482	3.74%
<b>Horam</b>	11	£194	£482	3.74%
<b>East Dean/Friston</b>	9	£194	£482	3.74%
<b>Framfield</b>	11	£194	£482	3.74%
<b>Hartfield</b>	13	£194	£482	3.74%
<b>Ninfield</b>	9	£194	£482	3.74%
<b>Danehill</b>	9	£194	£482	3.74%
<b>Buxted</b>	15	£194	£482	3.74%
<b>Withyham</b>	13	£194	£482	3.74%
<b>Herstmonceux</b>	11	£194	£482	3.74%
<b>Mayfield/ Five Ashes</b>	15	£194	£482	3.74%
<b>Maresfield</b>	14	£194	£482	3.74%
<b>Rotherfield</b>	13	£194	£482	3.74%
<b>Westham</b>	13	£194	£482	3.74%
<b>Pevensay</b>	13	£194	£482	3.74%
<b>Wadhurst</b>	15	£194	£482	3.74%

<b><u>Level 2</u></b>				
<b>Forest Row</b>	15	£482	£756	9.28%
<b>Willingdon/Jevington</b>	19	£482	£756	9.28%
<b>Polegate</b>	15	£482	£756	9.28%
<b>Heathfield/Waldron</b>	21	£482	£756	9.28%
<b><u>Level 3</u></b>				
<b>Hailsham</b>	24	£1,537	£2,122	29.60%
<b>Uckfield</b>	15	£1,537	£2,122	29.60%
<b>Crowborough</b>	16	£1,537	£2,122	29.60%

**2003 No. 1021**

**LOCAL GOVERNMENT, ENGLAND**

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

<i>Made - - - -</i>	<i>7th April 2003</i>
<i>Laid before Parliament</i>	<i>7th April 2003</i>
<i>Coming into force</i>	<i>1st May 2003</i>

**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;

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(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)**;

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**(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

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(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,

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(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”).

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**(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<sup>(a)</sup>; 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.

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<sup>(a)</sup> 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

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(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<sup>(a)</sup> 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

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<sup>(a)</sup> 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.

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(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

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**(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

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

**(b)** 1947 c.41.

**(c)** 1985 c.51.

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

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

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

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

## **EXPLANATORY NOTE**

*(This note is not part of the Regulations)*

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

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

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

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

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

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

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



**2003 No. 1021**

**LOCAL GOVERNMENT, ENGLAND**

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

**£3.50**

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E0604 5/03 ON (MFK)



**Report to:** Hailsham Town Council, Wednesday 22<sup>nd</sup> January 2025 at 7pm  
**Date:** 16<sup>th</sup> January 2025  
**By:** Rebecca White, RFO

**Title of report:** Budget & Precept Setting for 2025/26

## **PURPOSE:**

To discuss and finalise the budget for 2025/26 in relation to the adjustments suggested by the Finance and Governance committee at the budget meeting 18<sup>th</sup> December 2024.

To confirm precept amount to requisition 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 2024/25 budget as the baseline for setting the 2025/26 budget (attached as Appendix 1 to the budget report), ongoing expenditure costs to the council have been reviewed and uplifted by 3% in line with the current HTC Strategic Plan. Particular adjustments, including the annual negotiated pay settlement and the increased National Insurance obligation have been detailed in the budget notes (attached as Appendix 2). These agreed uplifts and amendments include those which resulted as previous meetings of the F&G Committee in addition to consultation with Committees and relevant officers.

Please note that at the meeting of the F&G Committee on 18<sup>th</sup> December 2024, these specific amendments were made or noted:

- 4060/600 - Member Allowances for 2025/26 have been updated following receipt of the new rates from Wealden District Council – **to be approved at this meeting of council.**
- 4100/605 - £10,000 was added for the new HTC website. (NB. Following the meeting a new code – 4101 – has now been created and the £10,000 moved under this code. This gives greater clarity regarding the difference in between replenishing general office and IT equipment and the costs of creating the new website, allowing Council to monitor this as a specific project cost.)
- 4170/605 - £6,000 added to budget line for outsourced payroll service.
- 4185/605 - £3,000 added to budget line for outsourced HR advice.

## **USE OF RESERVES**

### General Reserve

The level of HTC's general reserves continue to be a point of concern with the recommended level at year end being 3-6 months running costs, although it worth highlighting that in line with her report on the precept last year, the previous RFO's forecast that the general reserve would sit at around

£300,000 at the 2023/24 proved to be accurate with the statutory balance sheet to 31<sup>st</sup> March 2024 displaying the fund as £333,613. The current RFO will be seeking input from the internal auditor at the end of the financial year 2024/25 to assess the current year fund and where opportunities may exist for Council to increase or plan increases to its general reserve fund over the next financial year.

#### Ear Marked Reserves & Committed CIL Spending

The Council's Ear Marked Reserves statement (Appendix 3) is attached as part of these papers, including a report of committed spending from Community Infrastructure Levy reserves (Appendix 4).

Several committee requests have been covered within EMR/CIL reserve committed spending as displayed within Appendix 4 to this report and summarised as follows:

- Bus shelter repairs - £8,500 set aside from within 325 EMR Ripley's Land which would leave £11,291.49 if the full amount ringfenced was discharged in 2025/26.
- Street lighting repairs - £40,000 committed from 357 EMR CIL 2023/24.

#### RFO Note:

Given the Council's extensive portfolio of buildings, land and other assets the lack of an adequate maintenance reserve represents a considerable risk to both operational security and financial stability. This has been highlighted by the Operations & Facilities Manager and considered by the Asset Management Committee. A request for the creation of a maintenance fund will be passed to the Finance & Governance Committee for consideration with recommendations to Full Council in due course but due to timing, this request will not form part of the 2025/26 budget setting or be factored into the precept demand.

### **PROPOSED 2025/26 BUDGET**

The expenditure budget for 2025/26 as agreed by the Finance & Governance Committee totals £1,884,307. The income budget for 2025/26 totals £134,359 leaving a shortfall of £1,749,948 to be met by the precept demand, an increase of £164,056 against the 2024/25 precept.

Wealden District Council has now advised the provisional taxbase for Hailsham Parish as 7796.1 (please note that this can still change) for 2025/26.

The budget requirement of £1,749,948 divided by the provisional taxbase of 7796.1 is equal to a Band D rate of £224.464 per annum (£4.32 per week), an uplift of £19.594 per annum or .38p per week.

**Recommendation: That HTC resolve to approve the budget as presented and set a precept demand of £1,749,948 for the 2025-26 financial year to be requisitioned from Wealden District Council.**

Annual Budget - By Centre (Actual YTD Month 9)

Note: Recommendation by F&G C'ttee 18/12/2024

	2023-2024		2024-2025			2025-2026			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100 Common Pond Allotments</b>									
1000 Allotment Rent (Inc)	448	436	448	422	0	0	461	0	0
<b>Total Income</b>	448	436	448	422	0	0	461	0	0
4510 General Maintenance	1,470	1,840	2,000	1,789	0	0	2,060	0	0
4520 Software Licence	64	0	0	0	0	0	0	0	0
4550 Water & Sewerage	150	334	656	0	0	0	676	0	0
4998 Allotment Refunds	0	0	0	18	0	0	0	0	0
<b>Overhead Expenditure</b>	1,684	2,174	2,656	1,807	0	0	2,736	0	0
<b>100 Net Income over Expenditure</b>	-1,236	-1,738	-2,208	-1,385	0	0	-2,275	0	0
6000 plus Transfer from EMR	0	10	0	18	0	0	0	0	0
6001 less Transfer to EMR	0	0	0	100	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(1,236)	(1,728)	(2,208)	(1,467)	0	0	(2,275)	0	0
<b>105 Battle Road Allotments</b>									
1000 Allotment Rent (Inc)	2,010	1,908	2,010	1,995	0	0	2,070	0	0
<b>Total Income</b>	2,010	1,908	2,010	1,995	0	0	2,070	0	0
4510 General Maintenance	161	129	165	6,350	0	0	170	0	0
4520 Software Licence	64	0	0	0	0	0	0	0	0
4550 Water & Sewerage	760	318	675	379	0	0	695	0	0
4998 Allotment Refunds	0	0	0	100	0	0	0	0	0
<b>Overhead Expenditure</b>	985	448	840	6,829	0	0	865	0	0

## Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Recommendation by F&amp;G C'ttee 18/12/2024

	2023-2024		2024-2025				2025-2026		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>105 Net Income over Expenditure</b>	1,025	1,461	1,170	-4,834	0	0	1,205	0	0
plus Transfer from EMR	0	50	0	6,350	0	0	0	0	0
less Transfer to EMR	0	50	0	250	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>1,025</u>	<u>1,461</u>	<u>1,170</u>	<u>1,266</u>	<u>0</u>		<u>1,205</u>		
<b>110 Harold Ave Allotments</b>									
1000 Allotment Rent (Inc)	576	800	576	676	0	0	593	0	0
<b>Total Income</b>	<u>576</u>	<u>800</u>	<u>576</u>	<u>676</u>	<u>0</u>	<u>0</u>	<u>593</u>	<u>0</u>	<u>0</u>
4510 General Maintenance	64	29	150	0	0	0	155	0	0
4520 Software Licence	64	0	0	0	0	0	0	0	0
4998 Allotment Refunds	0	0	0	50	0	0	0	0	0
<b>Overhead Expenditure</b>	<u>128</u>	<u>29</u>	<u>150</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>155</u>	<u>0</u>	<u>0</u>
<b>110 Net Income over Expenditure</b>	448	770	426	626	0	0	438	0	0
plus Transfer from EMR	0	0	0	50	0	0	0	0	0
less Transfer to EMR	0	250	0	50	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>448</u>	<u>520</u>	<u>426</u>	<u>626</u>	<u>0</u>		<u>438</u>		
<b>115 Western Road Recreation Ground</b>									
1050 Rent Beaconsfield/Tennis/Pitch	100	21,447	1,061	430	0	0	1,093	0	0
<b>Total Income</b>	<u>100</u>	<u>21,447</u>	<u>1,061</u>	<u>430</u>	<u>0</u>	<u>0</u>	<u>1,093</u>	<u>0</u>	<u>0</u>
4130 Gas/Electricity	300	536	700	346	0	0	600	0	0
4510 General Maintenance	802	39,885	673	43,378	0	0	1,105	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	2023-2024		2024-2025				2025-2026		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4550 Water & Sewerage	1,647	498	1,700	1,480	0	0	1,751	0	0
4560 Drainage	2,000	2,000	2,000	2,000	0	0	2,000	0	0
<b>Overhead Expenditure</b>	4,749	42,919	5,073	47,204	0	0	5,456	0	0
<b>115 Net Income over Expenditure</b>	-4,649	-21,472	-4,012	-46,774	0	0	-4,363	0	0
6000 plus Transfer from EMR	0	40,685	0	43,305	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(4,649)</b>	<b>19,213</b>	<b>(4,012)</b>	<b>(3,469)</b>	<b>0</b>		<b>(4,363)</b>		
<b>120 Maurice Thornton Playing Field</b>									
4510 General Maintenance	836	200	450	0	0	0	464	0	0
4550 Water & Sewerage	76	0	78	0	0	0	80	0	0
4560 Drainage	2,000	0	2,000	0	0	0	2,000	0	0
4600 Annual Rent	1,000	1,000	1,000	1,000	0	0	1,000	0	0
4605 Pitch Marking Paint/Contractor	515	480	530	480	0	0	546	0	0
<b>Overhead Expenditure</b>	4,427	1,680	4,058	1,480	0	0	4,090	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(4,427)</b>	<b>(1,680)</b>	<b>(4,058)</b>	<b>(1,480)</b>	<b>0</b>		<b>(4,090)</b>		
<b>125 Play Areas</b>									
4140 Insurance	1,494	1,030	1,539	1,030	0	0	1,300	0	0
4510 General Maintenance	2,421	74,579	2,494	29,707	0	0	2,569	0	0
4650 Safety Gates	1,000	0	1,000	0	0	0	1,000	0	0
<b>Overhead Expenditure</b>	4,915	75,610	5,033	30,738	0	0	4,869	0	0
6000 plus Transfer from EMR	0	72,003	0	29,049	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(4,915)</b>	<b>(3,606)</b>	<b>(5,033)</b>	<b>(1,688)</b>	<b>0</b>		<b>(4,869)</b>		

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>				<u>2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>130 Public Open Spaces</b>									
1100 Fishing Permits	850	985	850	505	0	0	850	0	0
	850	985	850	505	0	0	850	0	0
<b>Total Income</b>									
4620 Teen Shelter	1,000	0	1,000	0	0	0	1,000	0	0
4690 POS - General Main	347	347	357	36	0	0	357	0	0
4695 Vermin Control	579	559	596	459	0	0	614	0	0
4700 Plant & Skip Hire	4,370	2,714	4,501	1,564	0	0	4,636	0	0
4705 Outside Maintenance Plan	0	4,416	28,100	3,573	0	0	28,943	0	0
4715 Country Park - General Maint	522	370	522	0	0	0	538	0	0
4720 Orchard Park - General Maint	787	0	787	0	0	0	787	0	0
4725 Graffiti Cleaning	0	0	3,000	0	0	0	3,000	0	0
4730 Ersham Road Common - Gen Maint	55	0	55	0	0	0	57	0	0
4735 Signage	0	0	2,000	10,974	0	0	500	0	0
	7,660	8,405	40,918	16,605	0	0	40,432	0	0
<b>Overhead Expenditure</b>									
130 Net Income over Expenditure	-6,810	-7,421	-40,068	-16,101	0	0	-39,582	0	0
6000 plus Transfer from EMR	0	4,416	0	8,848	0	0	0	0	0
	<u>(6,810)</u>	<u>(3,005)</u>	<u>(40,068)</u>	<u>(7,253)</u>	<u>0</u>		<u>(39,582)</u>		
<b>Movement to/(from) Gen Reserve</b>									
<b>135 Common Pond</b>									
4510 General Maintenance	743	23,146	765	18,447	0	0	1,000	0	0
	743	23,146	765	18,447	0	0	1,000	0	0
<b>Overhead Expenditure</b>									
6000 plus Transfer from EMR	0	22,528	0	17,780	0	0	0	0	0





## Annual Budget - By Centre (Actual YTD Month 9)

Note: Recommendation by F&amp;G C'ttee 18/12/2024

	2023-2024		2024-2025				2025-2026		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	14,124	14,191	14,729	26,720	0	0	14,342	0	0
	0	280	0	0	0	0	0	0	0
	(14,124)	(13,911)	(14,729)	(26,720)	0		(14,342)		
<b>180 Cortlandt Stable Block</b>									
1230 Hailsham FM Rent	0	750	0	0	0	0	0	0	0
	0	750	0	0	0	0	0	0	0
4995 Rent/Rates/Utilities	17,296	36,887	0	488	0	0	0	0	0
	17,296	36,887	0	488	0	0	0	0	0
<b>180 Net Income over Expenditure</b>	-17,296	-36,137	0	-488	0	0	0	0	0
	0	25,000	0	0	0	0	0	0	0
	(17,296)	(11,137)	0	(488)	0		0		
<b>200 Tourism &amp; Leisure</b>									
1400 Street Market Stall Pitch Fee	0	1,609	1,100	1,158	0	0	1,100	0	0
1405 Christmas Lighting - Donations	0	267	0	308	0	0	0	0	0
1410 Christmas Market - Income	0	550	0	950	0	0	0	0	0
	0	2,426	1,100	2,417	0	0	1,100	0	0
<b>Total Income</b>									
4125 Rates	0	79	600	331	0	0	618	0	0
4905 Miscellaneous Items	219	1,306	169	367	0	0	50	0	0
4906 Reception Decoration	0	0	200	44	0	0	200	0	0
4910 Event Advertising	579	231	596	165	0	0	614	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	2023-2024		2024-2025			2025-2026			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4915 Bus Alliance	1,000	0	0	0	0	0	0	0	0
4925 Summer Event/Bunting	3,930	3,203	1,930	1,924	0	0	3,270	0	0
4930 Christmas Light Switch On	2,165	760	1,000	186	0	0	680	0	0
4935 Christmas Market	2,155	1,126	1,815	56	0	0	1,615	0	0
4940 Fun Run	5,000	4,965	5,000	4,178	0	0	6,000	0	0
4941 Stand Proud Event	0	0	1,000	980	0	0	1,500	0	0
4942 Hailsham Festival	0	0	750	0	0	0	1,000	0	0
4945 Street Market	0	651	0	623	0	0	500	0	0
4955 Remembrance Sunday	0	482	500	503	0	0	700	0	0
4965 Bonfire S Summer Event	0	0	3,300	3,047	0	0	3,500	0	0
4966 Hailsham Hero Award	0	0	0	0	0	0	1,700	0	0
<b>Overhead Expenditure</b>	15,048	12,802	16,860	12,403	0	0	21,947	0	0
<b>200 Net Income over Expenditure</b>	-15,048	-10,376	-15,760	-9,986	0	0	-20,847	0	0
6000 plus Transfer from EMR	0	1,200	0	350	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(15,048)</u>	<u>(9,176)</u>	<u>(15,760)</u>	<u>(9,636)</u>	<u>0</u>		<u>(20,847)</u>		
<b>205 Festive Lighting</b>									
4975 Christmas Festoons	11,825	13,340	14,050	6,775	0	0	18,472	0	0
<b>Overhead Expenditure</b>	11,825	13,340	14,050	6,775	0	0	18,472	0	0
6000 plus Transfer from EMR	0	2,690	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(11,825)</u>	<u>(10,650)</u>	<u>(14,050)</u>	<u>(6,775)</u>	<u>0</u>		<u>(18,472)</u>		
<b>210 Filming</b>									

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>				<u>2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1415 Filming income	0	0	0	5,250	0	0	0	0	0
<b>Total Income</b>	0	0	0	5,250	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	5,250	0	0	0	0	0
<b>300 Town Council Site</b>									
1078 CIL Received	0	1,343,765	0	692,053	0	0	0	0	0
1200 Kemer Kebab	10,500	10,500	10,500	5,250	0	0	10,500	0	0
1205 4 Market Square (Inc)	6,500	7,400	6,500	5,740	0	0	7,200	0	0
1225 Miscellaneous rents	0	471	0	8,461	0	0	0	0	0
1275 Insurance Recharge	400	431	424	302	0	0	437	0	0
<b>Total Income</b>	17,400	1,362,567	17,424	711,806	0	0	18,137	0	0
4115 Telephone & mobiles	3,000	2,473	3,698	4,577	0	0	5,000	0	0
4125 Rates	7,428	7,360	7,600	7,360	0	0	7,600	0	0
4130 Gas/Electricity	8,000	8,267	8,240	3,653	0	0	8,487	0	0
4140 Insurance	13,378	12,735	13,792	12,623	0	0	14,000	0	0
4510 General Maintenance	0	0	0	240	0	0	0	0	0
5000 Internal Repairs/General Maint	232	625	500	3,787	0	0	515	0	0
5005 External Repairs/General Maint	669	591	688	0	0	0	709	0	0
5010 Electronic Gates	546	637	562	0	0	0	579	0	0
5015 Maintenance 4 Market Sq	1,688	6,933	1,688	139	0	0	1,000	0	0
5020 Gas Boiler - Annual Service	212	290	300	0	0	0	320	0	0
5025 Intruder & Smoke Alarm Service	295	377	350	379	0	0	400	0	0
<b>Overhead Expenditure</b>	35,448	40,290	37,418	32,759	0	0	38,610	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>				<u>2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>300 Net Income over Expenditure</b>	-18,048	1,322,277	-19,994	679,047	0	0	-20,473	0	0
6000 plus Transfer from EMR	0	7,887	0	3,541	0	0	0	0	0
6001 less Transfer to EMR	0	1,343,765	0	692,053	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(18,048)</u>	<u>(13,600)</u>	<u>(19,994)</u>	<u>(9,465)</u>	<u>0</u>		<u>(20,473)</u>		
<b>305 Maurice Thornton Pavilion</b>									
1215 Pavilion Lets	1,200	580	0	0	0	0	0	0	0
<b>Total Income</b>	<u>1,200</u>	<u>580</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4130 Gas/Electricity	1,803	1,383	1,500	0	0	0	1,545	0	0
4510 General Maintenance	530	493	446	40	0	0	562	0	0
4550 Water & Sewerage	320	328	400	330	0	0	330	0	0
<b>Overhead Expenditure</b>	<u>2,653</u>	<u>2,205</u>	<u>2,346</u>	<u>370</u>	<u>0</u>	<u>0</u>	<u>2,437</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,453)</u>	<u>(1,625)</u>	<u>(2,346)</u>	<u>(370)</u>	<u>0</u>		<u>(2,437)</u>		
<b>310 Grovelands Barn</b>									
4510 General Maintenance	274	1,970	282	0	0	0	290	0	0
5100 MT Hut/Grovelands Barn Energy	530	452	546	308	0	0	562	0	0
5105 Grovelands Barn Rates	3,152	2,829	3,200	3,112	0	0	3,296	0	0
<b>Overhead Expenditure</b>	<u>3,956</u>	<u>5,251</u>	<u>4,028</u>	<u>3,421</u>	<u>0</u>	<u>0</u>	<u>4,148</u>	<u>0</u>	<u>0</u>
6000 plus Transfer from EMR	0	1,723	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(3,956)</u>	<u>(3,528)</u>	<u>(4,028)</u>	<u>(3,421)</u>	<u>0</u>		<u>(4,148)</u>		
<b>315 Union Corner Hall</b>									

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	2023-2024		2024-2025				2025-2026		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4510 General Maintenance	1,000	0	1,000	1,000	0	0	1,000	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	1,000	0	1,000	1,000	0	0	1,000	0	0
	(1,000)	0	(1,000)	(1,000)	0	0	(1,000)	0	0
<b>320 Public Toilets - Stable Block</b>									
4515 Cleaning/Maintenance	15,450	10,225	5,100	3,390	0	0	0	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	15,450	10,225	5,100	3,390	0	0	0	0	0
	(15,450)	(10,225)	(5,100)	(3,390)	0	0	0	0	0
<b>325 Changing Pod</b>									
4515 Cleaning/Maintenance	0	107,821	15,000	28,192	0	0	19,000	0	0
<b>Overhead Expenditure</b>									
<b>plus Transfer from EMR</b>	0	107,821	15,000	28,192	0	0	19,000	0	0
	0	107,821	0	20,402	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(15,000)	(7,790)	0	0	(19,000)	0	0
<b>330 Welbury Farm/Jim West Com Hall</b>									
1210 Meeting Room-Lets/J West	33,000	24,734	33,000	20,925	0	0	33,000	0	0
<b>Total Income</b>	33,000	24,734	33,000	20,925	0	0	33,000	0	0
4115 Telephone & mobiles	1,200	1,301	1,200	790	0	0	1,250	0	0
4125 Rates	9,023	9,169	9,250	7,883	0	0	9,528	0	0
4130 Gas/Electricity	8,000	5,113	6,500	3,338	0	0	6,695	0	0
4510 General Maintenance	2,357	7,026	2,500	3,078	0	0	2,575	0	0
4515 Cleaning/Maintenance	6,000	5,447	5,050	5,289	0	0	5,202	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	2023-2024		2024-2025				2025-2026		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4550 Water & Sewerage	1,000	804	2,000	721	0	0	2,060	0	0
5150 Maintenance/Running Costs	420	401	500	0	0	0	515	0	0
5155 J West Refund	0	2,942	6,000	1,331	0	0	6,000	0	0
<b>Overhead Expenditure</b>	<b>28,000</b>	<b>32,204</b>	<b>33,000</b>	<b>22,430</b>	<b>0</b>	<b>0</b>	<b>33,825</b>	<b>0</b>	<b>0</b>
<b>330 Net Income over Expenditure</b>	<b>5,000</b>	<b>-7,470</b>	<b>0</b>	<b>-1,505</b>	<b>0</b>	<b>0</b>	<b>-825</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	2,682	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>5,000</b>	<b>(4,787)</b>	<b>0</b>	<b>(1,505)</b>	<b>0</b>	<b>0</b>	<b>(825)</b>	<b>0</b>	<b>0</b>
<b>340 1 Market Square</b>									
4115 Telephone & mobiles	0	0	0	0	0	0	900	0	0
4125 Rates	0	0	0	0	0	0	6,900	0	0
4130 Gas/Electricity	0	0	0	0	0	0	2,500	0	0
4200 Annual extinguisher etc., insp	0	0	0	0	0	0	136	0	0
4510 General Maintenance	0	0	0	0	0	0	500	0	0
4550 Water & Sewerage	0	0	0	0	0	0	200	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,136</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(11,136)</b>	<b>0</b>	<b>0</b>
<b>400 Cemetery Lodge</b>									
1220 Cemetery Rent	6,900	7,140	6,900	5,400	0	0	8,100	0	0
<b>Total Income</b>	<b>6,900</b>	<b>7,140</b>	<b>6,900</b>	<b>5,400</b>	<b>0</b>	<b>0</b>	<b>8,100</b>	<b>0</b>	<b>0</b>
4510 General Maintenance	174	99	179	24	0	0	184	0	0
5175 Cemetery Lodge Repairs	464	90	478	459	0	0	492	0	0

**Annual Budget - By Centre (Actual YTD Month 9)**

**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>			<u>2025-2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	638	189	657	483	0	0	676	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>6,262</u>	<u>6,951</u>	<u>6,243</u>	<u>4,917</u>	<u>0</u>		<u>7,424</u>		
<b><u>405 Cemetery Services &amp; Overheads</u></b>									
1500 Burial Fees	53,045	46,221	54,636	21,850	0	0	56,275	0	0
<b>Total Income</b>	<u>53,045</u>	<u>46,221</u>	<u>54,636</u>	<u>21,850</u>	<u>0</u>	<u>0</u>	<u>56,275</u>	<u>0</u>	<u>0</u>
4125 Rates	4,326	5,739	6,300	5,739	0	0	6,300	0	0
4130 Gas/Electricity	3,430	2,257	3,533	855	0	0	3,500	0	0
4510 General Maintenance	0	500	0	103	0	0	0	0	0
4550 Water & Sewerage	350	297	500	271	0	0	500	0	0
4750 Grass & Hedge Cutting	17,783	16,300	17,783	13,350	0	0	17,900	0	0
5210 Telephone	637	1,010	557	428	0	0	800	0	0
5215 Fire Extinguisher/Boiler Servi	128	232	170	0	0	0	250	0	0
5220 Pest Control	318	0	328	143	0	0	338	0	0
5225 Repairs/Cleaning & Waste	2,145	28,683	2,208	2,654	0	0	2,274	0	0
5230 Burial Record IT-Licence	349	442	500	415	0	0	515	0	0
5300 Grave Digging	15,757	11,871	16,400	10,775	0	0	16,892	0	0
5305 Maintenance Flowers & Trees	4,062	4,050	3,579	1,630	0	0	3,686	0	0
5350 Ditch Clearance	61	0	1,093	0	0	0	1,126	0	0
<b>Overhead Expenditure</b>	<u>49,346</u>	<u>71,380</u>	<u>52,951</u>	<u>36,363</u>	<u>0</u>	<u>0</u>	<u>54,081</u>	<u>0</u>	<u>0</u>
<b>405 Net Income over Expenditure</b>	3,699	-25,159	1,685	-14,513	0	0	2,194	0	0
6000 plus Transfer from EMR	0	27,076	0	924	0	0	0	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	2023-2024		2024-2025				2025-2026		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<u>3,699</u>	<u>1,917</u>	<u>1,685</u>	<u>(13,589)</u>	<u>0</u>		<u>2,194</u>		
<b>Movement to/(from) Gen Reserve</b>									
<b>500 Street Lighting</b>									
4510 General Maintenance	16,391	13,084	16,883	822	0	0	17,389	0	0
5375 New Lighting	0	0	18,350	0	0	0	18,901	0	0
5380 Energy (145516 kwh per year)	14,490	15,699	14,925	0	0	0	17,266	0	0
5390 Annual Repairs	12,384	12,511	12,384	27,741	0	0	12,756	0	0
	<u>43,265</u>	<u>41,294</u>	<u>62,542</u>	<u>28,564</u>	<u>0</u>	<u>0</u>	<u>66,312</u>	<u>0</u>	<u>0</u>
<b>Overhead Expenditure</b>									
6000 plus Transfer from EMR	0	134	0	16,239	0	0	0	0	0
	<u>(43,265)</u>	<u>(41,160)</u>	<u>(62,542)</u>	<u>(12,324)</u>	<u>0</u>		<u>(66,312)</u>		
<b>Movement to/(from) Gen Reserve</b>									
<b>505 Street Furniture</b>									
5400 Bus Shelter Repairs	281	7,871	289	0	0	0	298	0	0
5405 Black Sacks	200	200	0	0	0	0	0	0	0
5410 Defibrulators	1,073	120	2,000	500	0	0	2,060	0	0
	<u>1,554</u>	<u>8,191</u>	<u>2,289</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>2,358</u>	<u>0</u>	<u>0</u>
<b>Overhead Expenditure</b>									
6000 plus Transfer from EMR	0	7,371	0	0	0	0	0	0	0
	<u>(1,554)</u>	<u>(820)</u>	<u>(2,289)</u>	<u>(500)</u>	<u>0</u>		<u>(2,358)</u>		
<b>Movement to/(from) Gen Reserve</b>									
<b>600 Staffing Costs</b>									
1280 Staff Recharge - YS	0	18,472	0	13,669	0	0	0	0	0
	<u>0</u>	<u>18,472</u>	<u>0</u>	<u>13,669</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Income</b>									
4000 Wages (Manual)	177,885	157,476	203,529	106,007	0	0	251,511	0	0

Continued on next page



**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>			<u>2025-2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4005 Salaries (Admin.)	318,833	374,725	347,004	227,382	0	0	398,032	0	0
4010 NHI (Wages & salaries)	72,949	68,350	81,048	54,861	0	0	90,881	0	0
4015 Pension (wages & salaries)	89,796	59,166	78,222	40,540	0	0	110,445	0	0
4020 Youth Café & InfoPoint	145,745	140,337	172,673	92,989	0	0	174,094	0	0
4025 NHI Youth Café & InfoPoint	12,768	23,782	17,093	9,455	0	0	25,064	0	0
4030 Pension Youth Café & InfoPoint	18,324	24,659	21,903	20,312	0	0	21,473	0	0
4040 Staff Review - new roles	0	0	102,241	92,732	0	0	50,000	0	0
4055 Honoraria's (Bailiffs/Tree War	2,000	1,743	2,122	775	0	0	2,186	0	0
4060 Members Allowances	24,953	24,006	27,424	18,037	0	0	28,251	0	0
<b>Overhead Expenditure</b>	<b>863,253</b>	<b>874,243</b>	<b>1,053,259</b>	<b>663,090</b>	<b>0</b>	<b>0</b>	<b>1,151,937</b>	<b>0</b>	<b>0</b>
<b>600 Net Income over Expenditure</b>	<b>-863,253</b>	<b>-855,771</b>	<b>-1,053,259</b>	<b>-649,421</b>	<b>0</b>	<b>0</b>	<b>-1,151,937</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	30,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(863,253)</b>	<b>(825,771)</b>	<b>(1,053,259)</b>	<b>(649,421)</b>	<b>0</b>	<b>0</b>	<b>(1,151,937)</b>	<b>0</b>	<b>0</b>
<b>605 Administration Expenses</b>									
1078 CIL Received	0	0	0	583,166	0	0	0	0	0
1240 NHP - Grants Received	0	0	0	9,975	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>593,141</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4100 Office equip/etc/computer cons	4,666	1,694	4,666	5,185	0	0	5,000	0	0
4101 New HTC Website 2025-26	0	0	0	0	0	0	10,000	0	0
4105 Newsletter	2,500	2,085	3,000	1,390	0	0	14,000	0	0
4110 Annual Town Meeting	618	0	637	297	0	0	500	0	0
4120 Contract Cleaning	4,841	4,412	4,441	1,820	0	0	4,800	0	0

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>				<u>2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4135 Annual Electrical Test of Equi	338	232	348	0	0	0	358	0	0
4140 Insurance	0	0	0	0	0	0	0	0	0
4145 Franking machine/postage	1,300	587	900	259	0	0	700	0	0
4150 Audit fees	3,039	2,775	3,130	2,634	0	0	3,224	0	0
4155 Travelling, Training & seminar	3,183	9,537	5,000	2,496	0	0	5,150	0	0
4156 Long Service Award	0	0	0	0	0	0	2,200	0	0
4160 Photocopier lease & Monthly Us	2,967	2,726	3,056	2,474	0	0	3,148	0	0
4165 Room Hire Expenses	618	1,307	1,200	1,046	0	0	1,400	0	0
4170 Computer Software/licenses	5,790	6,856	5,964	6,408	0	0	12,376	0	0
4175 Website Hosting/Domains	1,133	745	1,167	390	0	0	1,522	0	0
4180 Subscriptions & Publications	4,635	4,313	6,000	3,520	0	0	6,180	0	0
4185 Professional fees	4,223	11,352	5,200	4,832	0	0	8,350	0	0
4186 Survey Fees	0	0	10,000	0	0	0	2,000	0	0
4190 Election	5,000	47,040	10,000	7,297	0	0	10,000	0	0
4195 Advertising / Publicity	515	0	546	1,066	0	0	562	0	0
4200 Annual extinguisher etc., insp	350	280	350	0	0	0	350	0	0
4205 Stationery & miscellaneous equ	3,000	1,845	2,744	1,858	0	0	2,744	0	0
4210 Commercial Rubbish Disposal	7,730	9,865	8,117	7,668	0	0	9,200	0	0
4215 Civic regalia	258	0	274	0	0	0	282	0	0
4220 Hailsham Neighbourhood Plan	5,000	1,980	5,000	10,680	0	0	18,500	0	0
4225 Vending/Water Machine	1,000	1,807	1,500	831	0	0	1,500	0	0
4550 Water & Sewerage	1,220	0	1,220	0	0	0	1,257	0	0
<b>Overhead Expenditure</b>	<b>63,924</b>	<b>111,440</b>	<b>84,460</b>	<b>62,149</b>	<b>0</b>	<b>0</b>	<b>125,303</b>	<b>0</b>	<b>0</b>
<b>605 Net Income over Expenditure</b>	<b>-63,924</b>	<b>-111,440</b>	<b>-84,460</b>	<b>530,992</b>	<b>0</b>	<b>0</b>	<b>-125,303</b>	<b>0</b>	<b>0</b>

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>				<u>2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	0	20,078	0	8,741	0	0	0	0	0
6001	0	0	0	583,166	0	0	0	0	0
	<u>(63,924)</u>	<u>(91,362)</u>	<u>(84,460)</u>	<u>(43,433)</u>	<u>0</u>		<u>(125,303)</u>		
<b>610 Chairmans Allowance</b>									
4280 Chairmans allowance	1,500	2,016	1,500	206	0	0	1,545	0	0
	<u>1,500</u>	<u>2,016</u>	<u>1,500</u>	<u>206</u>	<u>0</u>	<u>0</u>	<u>1,545</u>	<u>0</u>	<u>0</u>
<b>6000 Overhead Expenditure</b>									
6000 plus Transfer from EMR	0	800	0	0	0	0	0	0	0
	<u>(1,500)</u>	<u>(1,216)</u>	<u>(1,500)</u>	<u>(206)</u>	<u>0</u>		<u>(1,545)</u>		
<b>615 Youth Provision</b>									
1300 Fundraising	0	0	0	363	0	0	0	0	0
1305 Donations/Refunds	0	7,157	0	10,592	0	0	0	0	0
1310 Activity Income	1,000	15,611	6,000	7,371	0	0	6,180	0	0
	<u>1,000</u>	<u>22,768</u>	<u>6,000</u>	<u>18,326</u>	<u>0</u>	<u>0</u>	<u>6,180</u>	<u>0</u>	<u>0</u>
<b>Total Income</b>									
4125 Rates	6,200	6,362	6,578	6,826	0	0	6,775	0	0
4300 Youth Café	9,373	19,942	15,345	734,683	0	0	16,422	0	0
4305 FNP	2,527	6,600	2,681	3,634	0	0	2,761	0	0
4310 PGL	0	2,475	0	0	0	0	0	0	0
4315 Safe Hub	400	0	424	0	0	0	437	0	0
4320 Hellingly Youth Club	300	0	318	269	0	0	328	0	0
4325 Mini Bus	1,600	3,482	1,697	2,678	0	0	1,748	0	0
4330 Monday Club	600	0	637	47	0	0	656	0	0

Continued on next page

## Hailsham Town Council

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>				<u>2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4335 The Station	0	400	0	93,527	0	0	0	0	0
4340 The Manse	0	0	0	1,591	0	0	0	0	0
<b>Overhead Expenditure</b>	21,000	39,260	27,680	843,256	0	0	29,127	0	0
<b>615 Net Income over Expenditure</b>	-20,000	-16,493	-21,680	-824,930	0	0	-22,947	0	0
6000 plus Transfer from EMR	0	3,096	0	810,917	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(20,000)</u>	<u>(13,397)</u>	<u>(21,680)</u>	<u>(14,014)</u>	<u>0</u>		<u>(22,947)</u>		
<b>620 Machinery/Tools/Protective Clo</b>									
4350 Protective Clothing	572	416	600	144	0	0	2,000	0	0
4355 Tools	1,573	1,259	1,609	994	0	0	1,657	0	0
<b>Overhead Expenditure</b>	2,145	1,674	2,209	1,138	0	0	3,657	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,145)</u>	<u>(1,674)</u>	<u>(2,209)</u>	<u>(1,138)</u>	<u>0</u>		<u>(3,657)</u>		
<b>625 Vehicle Fleet</b>									
4360 Leasing costs	13,000	12,826	13,192	7,269	0	0	14,206	0	0
4365 Vehicle Overheads - fuel	3,305	3,117	3,713	2,096	0	0	3,824	0	0
4370 Vehicle Overheads - service &	1,049	1,628	1,600	1,861	0	0	1,030	0	0
4375 Vehicle Overheads - Insurance	2,856	2,856	3,200	3,137	0	0	3,296	0	0
<b>Overhead Expenditure</b>	20,210	20,427	21,705	14,362	0	0	22,356	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(20,210)</u>	<u>(20,427)</u>	<u>(21,705)</u>	<u>(14,362)</u>	<u>0</u>		<u>(22,356)</u>		
<b>630 Twinning</b>									
4395 Civic Events	400	0	400	0	0	0	400	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Recommendation by F&amp;G C'ttee 18/12/2024

	2023-2024		2024-2025				2025-2026		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>631 NHP</b>									
4220 Hailsham Neighbourhood Plan	0	0	0	12,000	0	0	0	0	0
<b>6000</b>									
<b>Overhead Expenditure</b>	0	0	0	12,000	0	0	0	0	0
plus Transfer from EMR	0	0	0	9,792	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	(2,208)	0		0		
<b>635 Misc. Provision</b>									
4400 Annual Grants	0	15,000	16,000	15,500	0	0	16,000	0	0
<b>6000</b>									
<b>Overhead Expenditure</b>	0	15,000	16,000	15,500	0	0	16,000	0	0
plus Transfer from EMR	0	15,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(16,000)	(15,500)	0		(16,000)		
<b>640 Section 137 (Free Resource)</b>									
4999 Miscellaneous	400	42	424	0	0	0	0	0	0
<b>650 Funded Services</b>									
1235 Post Office - H/card	0	400	500	841	0	0	500	0	0
<b>Total Income</b>	0	400	500	841	0	0	500	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>			<u>2025-2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5500	34,779	37,963	42,262	42,263	0	0	43,530	0	0
5505	5,150	639	5,464	207	0	0	5,628	0	0
5510	8,196	18,009	7,000	1,917	0	0	7,210	0	0
5515	60,000	54,239	60,000	48,566	0	0	60,000	0	0
	<b>108,125</b>	<b>110,850</b>	<b>114,726</b>	<b>92,952</b>	<b>0</b>	<b>0</b>	<b>116,368</b>	<b>0</b>	<b>0</b>
	<b>-108,125</b>	<b>-110,450</b>	<b>-114,226</b>	<b>-92,111</b>	<b>0</b>	<b>0</b>	<b>-115,868</b>	<b>0</b>	<b>0</b>
6000	0	10,716	0	1,917	0	0	0	0	0
	<b>(108,125)</b>	<b>(99,734)</b>	<b>(114,226)</b>	<b>(90,194)</b>	<b>0</b>	<b>0</b>	<b>(115,868)</b>	<b>0</b>	<b>0</b>
<b>655</b>	<b><u>Account Int &amp; Commuted Sums</u></b>								
1076	1,281,529	1,281,505	0	1,582,898	0	0	0	0	0
1080	1,000	12,981	4,000	19,277	0	0	6,000	0	0
	<b>1,282,529</b>	<b>1,294,486</b>	<b>4,000</b>	<b>1,602,175</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
5550	618	737	900	466	0	0	990	0	0
	618	737	900	466	0	0	990	0	0
	<b>1,281,911</b>	<b>1,293,748</b>	<b>3,100</b>	<b>1,601,709</b>	<b>0</b>	<b>0</b>	<b>5,010</b>	<b>0</b>	<b>0</b>
	1,399,058	2,806,118	128,505	3,005,955	0	0	134,359	0	0
	1,399,058	1,770,744	1,711,403	2,077,315	0	0	1,884,307	0	0
	<b>0</b>	<b>1,035,373</b>	<b>-1,582,898</b>	<b>928,640</b>	<b>0</b>	<b>0</b>	<b>-1,749,948</b>	<b>0</b>	<b>0</b>
	0	405,346	0	978,223	0	0	0	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**

**Note: Recommendation by F&G C'ttee 18/12/2024**

	<u>2023-2024</u>		<u>2024-2025</u>				<u>2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	1,344,065	0	1,275,619	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>96,655</u>	<u>(1,582,898)</u>	<u>631,244</u>	<u>0</u>	<u>0</u>	<u>(1,749,948)</u>	<u>0</u>	<u>0</u>

## Appendix 2 to RFO Report on Budget & Precept Setting 2025-26

17/01/2025

10:46

### Hailsham Town Council

Page 1

#### Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4130	Gas/Electricity	115	Western Road Recreation Ground	24.7 - Uplifted for electric cost increase
4735	Signage	130	Public Open Spaces	24.7 Reduced budget
4510	General Maintenance	135	Common Pond	24.7 - Pond warden requested increase to £1,000
4925	Summer Event/Bunting	200	Tourism & Leisure	24.7. Bunting and VE day events
4945	Street Market	200	Tourism & Leisure	2.9.24 - KG advised £500 for special acts/live bands
4966	Hailsham Hero Award	200	Tourism & Leisure	24.7. - New budget 2025-2026
4975	Christmas Festoons	205	Festive Lighting	16.8.2024 - As per KG email repairs due on lights add £4,000
4115	Telephone & mobiles	300	Town Council Site	29.10 - based on 24-25 figures increase in costs due to different contractor
1215	Pavilion Lets	305	Maurice Thornton Pavilion	REMOVED
4515	Cleaning/Maintenance	320	Public Toilets - Stable Block	24.7 - removed as facility no longer
4515	Cleaning/Maintenance	325	Changing Pod	29.10.24 - Increase due to cleaning costs contract and £2K maintenance
4510	General Maintenance	340	1 Market Square	All new codes for 340 1 Market Square = Total £11,136
1220	Cemetery Rent	400	Cemetery Lodge	24.7. - rent reviewed and increase implemented 24-25
5380	Energy (145516 kwh per year)	500	Street Lighting	2.9.24 as per ESCC pricing email
5390	Annual Repairs	500	Street Lighting	Increased based on 5 year average since 2017.



## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4020	Youth Café & InfoPoint	600	Staffing Costs	16.8.24 - NO UPDATED YET PENDING YS Meeting Autumn
4040	Staff Review - new roles	600	Staffing Costs	REVIEW AUTUMN 2024 - 16.8 reduced to £50,000
4060	Members Allowances	600	Staffing Costs	5.12 updated with new rates as per WDC
4100	Office equip/etc/computer cons	605	Administration Expenses	16/1/2025 £10K for new website moved to new nominal code 4101
4101	New HTC Website 2025-26	605	Administration Expenses	New code created to split out expenditure for new website from 4100 code for office/IT equip
4105	Newsletter	605	Administration Expenses	24.7- Distribution of newsletter increase of costs - £11-£14K
4156	Long Service Award	605	Administration Expenses	25.10.24 - As per staff committee
4170	Computer Software/licenses	605	Administration Expenses	2.12.24 - £6+ for Payroll processing outsource
4175	Website Hosting/Domains	605	Administration Expenses	14.8.24 - Payroll software update
4185	Professional fees	605	Administration Expenses	Increased by £3,000 to cover outsourced HR advice, F&G Committee 18/12/2024
4186	Survey Fees	605	Administration Expenses	24.7 - Reduced from £10K to £2K
4190	Election	605	Administration Expenses	16.8.24 Election costs to build budget
4220	Hailsham Neighbourhood Plan	605	Administration Expenses	14.8.24 - Additional budget to complete NHP
4350	Protective Clothing	620	Machinery/Tools/Protective Clo	30.1 TL advised that a uniforms will be ordered for workteam
5500	Hellingly P.C. subsidy (as pro	650	Funded Services	PENDING DECEMBER 2024
5505	Hailsham Revitalization Fund	650	Funded Services	16/01/2025 Suggested budget reduction as £4,231 remains in HRF EMR.

Appendix 3 to RFO Report on 2025/26 Budget & Precept Setting

17/01/2025  
10:55

Hailsham Town Council  
Earmarked Reserves

Page 1

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR - CIL 19/20	31,331.02	-31,331.02	0.00
322 EMR - CIL 20/21	123,824.58	-123,824.58	0.00
324 EMR - CIL 22/23	688,269.29	-688,269.29	0.00
325 EMR - Ripley's Land	19,791.49		19,791.49
326 EMR - Historical Commuted Sum	7,113.16	-7,113.00	0.16
328 EMR - Ripley's POS	23,790.28		23,790.28
329 EMR - Street Lighting	26,508.91	-16,239.01	10,269.90
330 EMR - S106	1,757.07		1,757.07
331 EMR - Comm Building Project	18,618.00		18,618.00
333 EMR - Youth Services	29,898.00	-29,530.99	367.01
335 EMR - Cemetery New Burial Fund	17,500.00		17,500.00
336 EMR - Transport GRant Balance	3,100.00	-350.00	2,750.00
337 EMR - NHP	12,792.00	7,208.00	20,000.00
342 EMR - Changing Places	4,114.42	-455.72	3,658.70
344 EMR - Cemetery Lodge Boiler	3,617.00		3,617.00
348 EMR- Revitalization Fund	21,118.00	-16,887.00	4,231.00
350 EMR - Storm Damage	4,900.00		4,900.00
355 EMR - 4 Market Square Roof	6,000.00		6,000.00
356 EMR - Allotments	5,310.00	332.10	5,642.10
357 EMR - CIL 23-24	1,343,764.58	-71,362.40	1,272,402.18
358 EMR - Air conditioning Units	1,750.00		1,750.00
359 EMR - CIL 24-25	0.00	1,275,219.21	1,275,219.21
	<b>2,394,867.80</b>	<b>297,396.30</b>	<b>2,692,264.10</b>





<b>Report to:</b>	<b>Hailsham Town Council</b>
<b>Date:</b>	<b>22<sup>nd</sup> January 2025</b>
<b>By:</b>	<b>John Harrison, Town Clerk</b>
<b>Title of Report:</b>	<b>Strengthening the Standards and Conduct Framework for Local Authorities - Consultation</b>

**PURPOSE:**

To consider the council making a corporate response to the Consultation.

**Consultation: ‘Strengthening the Standards and Conduct Framework for Local Authorities in England’**

The government is seeking views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted upon include:

- The introduction of a mandatory minimum code of conduct for local authorities in England
- A requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- The introduction of the power for all local authorities (including combined authorities) to suspend councillors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- A new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- A role for a national body to deal with appeal

The deadline to make a response to this consultation is 26 February 2025.

Clerks and the councils are encouraged to make their own response to the consultation. Hailsham Town Council is asked to consider making a corporate response to the consultation.



Ministry of Housing,  
Communities &  
Local Government

Open consultation

# Strengthening the standards and conduct framework for local authorities in England

Published 18 December 2024

**Applies to England**

## Contents

1. Scope of this consultation
2. Ministerial foreword
3. Background: Standards and Conduct framework and sanctions arrangements
4. Who we would like to hear from
5. Strengthening the Standards and Conduct framework
6. Introducing the power of suspension with related safeguards
7. Public Sector Equality Duty

Annex A: Personal data



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# 1. Scope of this consultation

## Topic of this consultation

This consultation seeks views on introducing a mandatory minimum code of conduct for local authorities in England, and measures to strengthen the standards and conduct regime in England to ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

## Scope of this consultation

The Ministry of Housing, Communities and Local Government (MHCLG) is consulting on introducing strengthened sanctions for local authority code of conduct breaches in England.

This includes all 'relevant authorities' as defined by Section 27(6) of the Localism Act 2011, which includes:

- a county council
- a unitary authority
- London borough councils
- a district council
- the Greater London Authority
- the London Fire and Emergency Planning Authority
- the Common Council of the City of London in its capacity as a local authority or police authority
- the Council of the Isles of Scilly
- parish councils
- a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- a joint authority established by Part 4 of the Local Government Act 1985, an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act,
- a combined county authority established under section 9(1) of the Levelling Up and Regeneration Act 2023
- the Broads Authority



- a National Park authority in England established under section 63 of the Environment Act 1995

It does not cover:

- police and crime commissioners
- internal drainage boards
- any other local authority not otherwise defined as a 'relevant authority' above

All references to 'members' refer to elected members, mayors, co-opted and appointed members of each of the 'relevant authorities' defined above.

## Geographical scope

The questions in this consultation paper apply to all relevant local authorities in England as defined above.

They generally do not apply to authorities in Wales, Scotland or Northern Ireland, except in relation to Police and Crime Panels in Wales.

## Impact assessment

We will produce a full Public Sector Equality Duty (PSED) assessment, and all necessary impact assessments, as the policy proposals develop further following this consultation.

## Basic information

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current elected members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local authority members/representatives at all levels.

## Body responsible for the consultation

The Local Government Capacity and Improvement Division of the Ministry of Housing, Communities and Local Government is responsible for

conducting this consultation.

## Duration

This consultation will last for 10 weeks from 18 December 2024. This consultation closes at 11:59pm on 26 February 2025.

## Enquiries

For any enquiries about the consultation please contact:

[LGstandardsreform@communities.gov.uk](mailto:LGstandardsreform@communities.gov.uk)

## How to respond

You can only respond to this call for evidence through our online consultation platform, [Citizen Space \(https://consult.communities.gov.uk/local-government-standards-and-conduct/strengthening-the-standards-and-conduct-framework\)](https://consult.communities.gov.uk/local-government-standards-and-conduct/strengthening-the-standards-and-conduct-framework).

# 2. Ministerial foreword

The government is determined to fix the foundations of local government so councils can sustainably provide decent public services and shape local places, and so elected representatives can be fully accountable to the public they serve. Doing so is critical to national renewal, our missions, and our plans to push power out of Westminster and into the hands of local people with skin in the game.

At the core of this agenda is a plan to make local government across England fit, legal, and decent – so that councils have the backing from central government to deliver the high standards and strong financial management that they strive for, without needless micromanagement of day-to-day local decision-making. This plan includes:

- fixing our broken audit system
- improving oversight and accountability
- giving councils genuine freedoms to work for, and deliver in the best interests of, their communities
- improving the standards and conduct regime

This consultation is focused on the proposed reforms to the standards and conduct regime that will contribute to making sure England is covered by effective local and strategic authorities that are well-governed, with high standards met and maintained.

It is an honour and a privilege to be elected as a member and with it comes an individual and collective responsibility to consistently demonstrate and promote the highest standards of conduct and public service.

Members take decisions affecting critical local services such as social care, education, housing, planning, licensing, and waste collection. With greater devolution, local authorities will increasingly be taking decisions to shape local transport, skills, employment support, and growth. Decisions that are the responsibility of members impact virtually every citizen's life at some level, and the electorate has a right to expect that it can trust its local elected members to uphold the highest ethical standards and act in the best interests of the communities they serve.

I strongly believe that the vast majority of local elected members maintain high standards of conduct and that they are driven by duty and service. I believe that people stand for elected office in their local communities with the best intentions to act in the interests of those communities, bringing an energy and commitment to working collaboratively, creatively, and respectfully.

Members, officers, reporters and members of public are entitled to support and participate in the local democratic process in the confidence that high standards are maintained. This government wants to celebrate the positive power of public service and, in doing so, we want to give individual authorities appropriate and proportionate means to deal with misconduct effectively and decisively when it does occur. We also want to ensure that anyone can rightly feel confident about raising an issue under the code of conduct whether it impacts them personally and/or is a code conduct breach that brings the reputation of the council into disrepute.

With approximately 120,000 councillors in England across all types and tiers of local government, we know there are rare instances of misconduct.

Robust political debate is part of our democratic system, but we know from local councils that there are examples of bullying, harassment or other misconduct, when from even a very small minority of members can have a seriously destabilising effect, potentially bringing a council into disrepute and distracting from the critical business of delivering for residents.

This government is committed to working with local and regional government to establish partnerships built on mutual respect, genuine collaboration and meaningful engagement. Our ambition is to create a rigorous standards and conduct framework that will actively contribute to ensuring that local government throughout the country is fit, legal, and decent. With this in mind, this consultation seeks your views on a range of proposals to give local leaders the tools they need to establish and maintain a strong and ethical public service and democratic culture, and the people they serve the confidence that local democracy works for them.

Jim McMahon OBE MP

Minister of State for Local Government and English Devolution

### 3. Background: Standards and Conduct framework and sanctions arrangements

The [Localism Act 2011](#)

(<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7/enacted>)<sup>[footnote 1]</sup>

established the current standards and conduct framework for local authorities.

The current regime requires every local authority to adopt a code of conduct, the contents of which must as a minimum be consistent with the 7 'Nolan' [principles of standards in public life](#)

(<https://www.gov.uk/government/publications/the-7-principles-of-public-life>)

(selflessness, integrity, objectivity, accountability, openness, honesty and leadership), and set out rules on requiring members to register and disclose pecuniary and non-pecuniary interests. Beyond these requirements, it is for individual councils to set their own local code. The Local Government Association (LGA) published an [updated model code of conduct and guidance](#) (<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>) in 2021, which councils can choose whether to adopt or not.

Every authority must also have in place arrangements under which it can investigate allegations of breaches of its code of conduct and must consult at least one independent person before coming to decisions. These decisions are normally taken in one of two ways depending on an authority's specific arrangements. The decision can be made by full council following advice from their standards committee (or equivalent).

Alternatively, the decision can be made by the standards committee if they have been given the power to do so. Although a standards committee may contain unelected independent members and co-opted members, only principal councils' elected members may vote in a decision-making standards committee.

There is no provision in current legislation for a sanction to suspend a councillor found to have breached the code of conduct. Sanctions for member code of conduct breaches are currently limited to less robust measures than suspension, such as barring members from Cabinet, Committee, or representative roles, a requirement to issue an apology or undergo code of conduct training, or public criticism. Local authorities are also unable to withhold allowances from members who commit serious breaches of their code of conduct, and there is no explicit provision in

legislation for councils to impose premises bans or facilities withdrawals where they consider that it might be beneficial to do so.

The government considers that the current local authority standards and conduct regime is in certain key aspects ineffectual, inconsistently applied, and lacking in adequate powers to effectively sanction members found in serious breach of their codes of conduct.

## 4. Who we would like to hear from

Responses are invited from local authority elected members and officers from all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Please be assured that all responses to this consultation are anonymous, and no information will be disclosed in any future published response to the consultation, or reporting of the consultation results, that will compromise that anonymity.

### Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council officer – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council

- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

d) a member of the public

e) a local government sector body – please state

## 5. Strengthening the Standards and Conduct framework

### a) Mandatory minimum prescribed code of conduct

The government proposes to legislate for the introduction of a mandatory minimum code of conduct which would seek to ensure a higher minimum standard of consistency in setting out the behaviours expected of elected members. The government will likely set out the mandatory code in regulations to allow flexibility to review and amend in future, this will also provide the opportunity for further consultation on the detail.

Codes of conduct play an important role in prescribing and maintaining high standards of public service, integrity, transparency, and accountability. At their best, they establish clear guidelines for behaviour and expectations that members always act ethically in the public's best interest. Currently,

there is significant variation between adopted codes, ranging from those who choose to adopt the LGA's full model code to those who simply conform with the minimum requirement of restating the Nolan principles.

A prescribed model code which covers important issues such as discrimination, bullying, and harassment, social media use, public conduct when claiming to represent the council, and use of authority resources could help to uphold consistently high standards of public service in councils across the country and convey the privileged position of public office. It could also provide clarity for the public on the consistent baseline of ethical behaviour they have a right to expect.

We would be interested in understanding whether councils consider there should be flexibility to add to the prescribed code to reflect individual authorities' circumstances. They would not be able to amend the mandatory provisions.

### **Question 2**

Do you think the government should prescribe a mandatory minimum code of conduct for local authorities in England?

- Yes
- No
- If no, why not? [Free text box]

### **Question 3**

If yes, do you agree there should be scope for local authorities to add to a mandatory minimum code of conduct to reflect specific local challenges?

- Yes – it is important that local authorities have flexibility to add to a prescribed code
- No – a prescribed code should be uniform across the country
- Unsure

### **Question 4**

Do you think the government should set out a code of conduct requirement for members to cooperate with investigations into code breaches?

- Yes
- No
- Unsure

## b) Standards Committees

Currently, there is no requirement for local authorities to constitute a formal standards committee. The only legal requirement is for local authorities to have in place 'arrangements' to investigate and make decisions on allegations of misconduct.

The government believes that all principal authorities should be required to convene a standards committee. Formal standards committees would support consistency in the handling of misconduct allegations, applying the same standards and procedures to all cases and providing a formal route to swiftly identify and address vexatious complainants. Furthermore, having a formal standards committee in place could support the development of expertise in handling allegations of misconduct, leading to more informed decision-making. Removing the scope for less formal and more ad hoc arrangements would also enhance transparency and demonstrate to the public that standards and conduct issues will always be dealt with in a structured and consistent way.

This section of the consultation seeks views on two specific proposals to enhance the fairness and objectivity of the standards committee process. Firstly, it considers whether standards committee membership would be required to include at least one Independent Person, as well as (where applicable<sup>[footnote 2](#)</sup>) at least one co-opted member from a parish or town council. Secondly, it seeks views on whether standards committees should be chaired by the Independent Person.

### Question 5

Does your local authority currently maintain a standards committee?

- Yes
- No
- Any further comments [free text box]

### Question 6

Should all principal authorities be required to form a standards committee?

- Yes
- No
- Any further comments [free text box]

### Question 7

In most principal authorities, code of conduct complaints are typically submitted in the first instance to the local authority Monitoring Officer to



triage, before referring a case for full investigation. Should all alleged code of conduct breaches which are referred for investigation be heard by the relevant principal authority's standards committee?

- Yes, decisions should only be heard by standards committees
- No, local authorities should have discretion to allow decisions to be taken by full council
- Unsure

### **Question 8**

Do you agree that the Independent Person and co-opted members should be given voting rights?

- Yes – this is important for ensuring objectivity
- No – only elected members of the council in question should have voting rights
- Unsure

### **Question 9**

Should standards committees be chaired by the Independent Person?

- Yes
- No
- Unsure

### **Question 10**

If you have further views on ensuring fairness and objectivity and reducing incidences of vexatious complaints, please use the free text box below.

[Free text box]

## **c) Publishing investigation outcomes**

To enhance transparency, local authorities should, subject to data protection obligations, be required to publish a summary of code of conduct allegations, and any investigations and decisions. This will be accompanied with strong mechanisms to protect victims' identity to ensure complainants are not dissuaded from coming forward for fear of being identified,

There may be a range of views on this, as publishing the outcome of an investigation that proves there is no case to answer could still be considered damaging to the reputation of the individuals concerned, or it could be considered as helpful in exposing instances of petty and vexatious complaints.

**Question 11**

Should local authorities be required to publish annually a list of allegations of code of conduct breaches, and any investigation outcomes?

- Yes - the public should have full access to all allegations and investigation outcomes
- No - only cases in which a member is found guilty of wrongdoing should be published
- Other views – text box

**d) Requiring the completion of investigations if a member stands down**

In circumstances where a member stands down during a live code of conduct investigation, councils should be required to conclude that investigation and publish the findings. The government is proposing this measure to ensure that, whilst the member in question will no longer be in office and therefore subject to any council sanction, for the purposes of accountability and transparency there will still be full record of any code of conduct breaches during their term of office.

**Question 12**

Should investigations into the conduct of members who stand down before a decision continue to their conclusion, and the findings be published?

- Yes
- No
- Unsure

## e) Empowering individuals affected by councillor misconduct to come forward

The government appreciates that it can often be difficult for those who experience misconduct on the part of elected members, such as bullying and harassment, to feel that it is safe and worthwhile to come forward and raise their concerns. If individuals believe there is a likelihood that their complaint will not be addressed or handled appropriately, the risk is that victims will not feel empowered to come forward, meaning misconduct continues without action. We recognise that standing up to instances of misconduct takes an emotional toll, particularly in unacceptable situations where the complaints processes are protracted and do not result in meaningful action. We are committed to ensuring that those affected by misconduct are supported in the right way and feel empowered to come forward. This section seeks feedback from local authorities with experience of overseeing council complaints procedures, or sector bodies and individuals with views on how this might be carried out most effectively. We are also keen to hear from those who work, or have worked, in local government, and who have either witnessed, or been the victim of, member misconduct.

### Question 13

If responding as a local authority, what is the average number of complaints against elected members that you receive over a 12-month period?

[Number box]

### Question 13a

For the above, where possible, please provide a breakdown for complaints made by officers, other elected members, the public, or any other source:

- Complaints made by officers [Number box]
- Complaints made by other elected members [Number box]
- Complaints made by the public [Number box]
- Complaints made by any other source [Number box]

### Question 14

If you currently work, or have worked, within a local authority, have you ever been the victim of (or witnessed) an instance of misconduct by an elected member and felt that you could not come forward? Please give reasons if you feel comfortable doing so.

- Yes

- No
- [Free text box]

### Question 15

If you are an elected member, have you ever been subject to a code of conduct complaint? If so, did you feel you received appropriate support to engage with the investigation?

- Yes
- No
- [Free text box]

### Question 16

If you did come forward as a victim or witness, what support did you receive, and from whom? Is there additional support you would have liked to receive?

[Free text box]

### Question 17

In your view, what measures would help to ensure that people who are victims of, or witness, serious councillor misconduct feel comfortable coming forward and raising a complaint?

[Free text box]

## 6. Introducing the power of suspension with related safeguards

The government believes that local authorities should have the power to suspend councillors for serious code of conduct breaches for a maximum of 6 months, with the option to withhold allowances and institute premises and facilities bans where deemed appropriate. This section of the consultation explores these proposed provisions in greater detail.

While the law disqualifies certain people from being, or standing for election as, a councillor (e.g. on the grounds of bankruptcy, or receipt of a custodial sentence of 3 months or more, or it subject to the notification requirements of the Sexual Offences Act 2003 - meaning on the sex offenders register) councillors cannot currently be suspended or disqualified for breaching their code of conduct.

Feedback from the local government sector in the years since the removal of the power to suspend councillors has indicated that the current lack of meaningful sanctions means local authorities have no effective way of dealing with more serious examples of member misconduct.

The most severe sanctions currently used, such as formally censuring members, removing them from committees or representative roles, and requiring them to undergo training, may prove ineffective in the cases of more serious and disruptive misconduct. This may particularly be the case when it comes to tackling repeat offenders.

The government recognises that it is only a small minority of members who behave badly, but the misconduct of this small minority can have a disproportionately negative impact on the smooth running of councils. We also appreciate the frustration members of the public and councillors can feel both in the inability to deal decisively with cases of misconduct, and the fact that offending members can continue to draw allowances.

### **Question 18**

Do you think local authorities should be given the power to suspend elected members for serious code of conduct breaches?

- Yes – authorities should be given the power to suspend members
- No – authorities should not be given the power to suspend members
- Unsure

### **Question 19**

Do you think that it is appropriate for a standards committee to have the power to suspend members, or should this be the role of an independent body?

- Yes - the decision to suspend for serious code of conduct breaches should be for the standards committee
- No - a decision to suspend should be referred to an independent body
- Unsure
- [Free text box]

### **Question 20**

Where it is deemed that suspension is an appropriate response to a code of conduct breach, should local authorities be required to nominate an alternative point of contact for constituents during their absence?

- Yes – councils should be required to ensure that constituents have an alternative point of contact during a councillor's suspension

- No – it should be for individual councils to determine their own arrangements for managing constituents' representation during a period of councillor suspension
- Unsure

## a) The length of suspension

The Committee on Standards in Public Life recommended in their 2019 Local Government Ethical Standards<sup>[footnote 3]</sup> (CSPL) report that the maximum length of suspension, without allowances, should be 6 months and the government agrees with this approach. The intent of this proposal would be that non-attendance at council meetings during a period of suspension would be disregarded for the purposes of section 85 of the Local Government Act 1972, which states that a councillor ceases to be a member of the local authority if they fail to attend council meetings for 6 consecutive months.

The government believes that suspension for the full 6 months should be reserved for only the most serious breaches of the code of conduct, and considers that there should be no minimum length of suspension to facilitate the proportionate application of this strengthened sanction.

### Question 21

If the government reintroduced the power of suspension do you think there should be a maximum length of suspension?

- Yes – the government should set a maximum length of suspension of 6 months
- Yes – however the government should set a different maximum length (in months) [Number box]
- No – I do not think the government should set a maximum length of suspension
- Unsure

### Question 22

If yes, how frequently do you consider councils would be likely to make use of the maximum length of suspension?

- Infrequently – likely to be applied only to the most egregious code of conduct breaches
- Frequently – likely to be applied in most cases, with some exceptions for less serious breaches

- Almost always – likely to be the default length of suspension for code of conduct breaches
- Unsure

## **b) Withholding allowances and premises and facilities bans**

Giving councils the discretion to withhold allowances from members who have been suspended for serious code of conduct breaches in cases where they feel it is appropriate to do so could act as a further deterrent against unethical behaviour. Holding councillors financially accountable during suspensions also reflects a commitment to ethical governance, the highest standards of public service, and value for money for local residents.

Granting local authorities the power in legislation to ban suspended councillors from local authority premises and from using council equipment and facilities could be beneficial in cases of behavioural or financial misconduct, ensuring that suspended councillors do not misuse resources or continue egregious behaviour. Additionally, it would demonstrate that allegations of serious misconduct are handled appropriately, preserving trust in public service and responsible stewardship of public assets.

These measures may not always be appropriate and should not be tied to the sanction of suspension by default. The government also recognises that there may be instances in which one or both of these sanctions is appropriate but suspension is not. It is therefore proposed that both the power to withhold allowances and premises and facilities bans represent standalone sanctions in their own right.

### **Question 23**

Should local authorities have the power to withhold allowances from suspended councillors in cases where they deem it appropriate?

- Yes – councils should have the option to withhold allowances from suspended councillors
- No – suspended councillors should continue to receive allowances
- Unsure

### **Question 24**

Do you think it should be put beyond doubt that local authorities have the power to ban suspended councillors from council premises and to

withdraw the use of council facilities in cases where they deem it appropriate?

- Yes – premises and facilities bans are an important tool in tackling serious conduct issues
- No – suspended councillors should still be able to use council premises and facilities
- Unsure

### Question 25

Do you agree that the power to withhold members' allowances and to implement premises and facilities bans should also be standalone sanctions in their own right?

- Yes
- No
- Unsure

## c) Interim suspension

Some investigations into serious code of conduct breaches may be complex and take time to conclude, and there may be circumstances when the misconduct that has led to the allegation is subsequently referred to the police to investigate. In such cases, the government proposes that there should be an additional power to impose interim suspensions whilst and until a serious or complex case under investigation is resolved.

A member subject to an interim suspension would not be permitted to participate in any council business or meetings, with an option to include a premises and facilities ban.

We consider that members should continue to receive allowances whilst on interim suspension and until an investigation proves beyond doubt that a serious code of conduct breach has occurred or a criminal investigation concludes. The decision to impose an interim suspension would not represent a pre-judgement of the validity of an allegation.

We suggest that:

- Interim suspensions should initially be for up to a maximum of 3 months. After the expiry of an initial interim suspension period, the relevant council's standards committee should review the case to decide whether it is in the public interest to extend.



- As appropriate, the period of time spent on interim suspension may be deducted from the period of suspension a standards committee imposes.

### **Question 26**

Do you think the power to suspend councillors on an interim basis pending the outcome of an investigation would be an appropriate measure?

- Yes, powers to suspend on an interim basis would be necessary
- No, interim suspension would not be necessary
- Any further comments [free text box]

### **Question 27**

Do you agree that local authorities should have the power to impose premises and facilities bans on councillors who are suspended on an interim basis?

- Yes - the option to institute premises and facilities bans whilst serious misconduct cases are investigated is important
- No - members whose investigations are ongoing should retain access to council premises and facilities
- Unsure

### **Question 28**

Do you think councils should be able to impose an interim suspension for any period of time they deem fit?

- Yes
- No
- Any further comments [free text box]

### **Question 29**

Do you agree that an interim suspension should initially be for up to a maximum of 3 months, and then subject to review?

- Yes
- No
- Any further comments [free text box]

### **Question 30**

If following a 3-month review of an interim suspension, a standards committee decided to extend, do you think there should be safeguards

to ensure a period of interim extension is not allowed to run on unchecked?

- Yes – there should be safeguards
- No – councils will know the details of individual cases and should be trusted to act responsibly

### **Question 30a**

If you answered yes to above question, what safeguards do you think might be needed to ensure that unlimited suspension is not misused?

[Free text box]

## **d) Disqualification for multiple breaches and gross misconduct**

When councillors repeatedly breach codes of conduct, it undermines the integrity of the council and erodes public confidence. To curb the risk of repeat offending and continued misconduct once councillors return from a suspension, the government considers that it may be beneficial to introduce disqualification for a period of 5 years for those members for whom the sanction of suspension is invoked on more than one occasion within a 5-year period.

This measure underlines the government's view that the sanction of suspension should only be used in the most serious code of conduct breaches, because in effect a decision to suspend more than once in a 5-year period would be a decision to disqualify an elected member. However, we consider this measure would enable councils to signal in the strongest terms that repeated instances of misconduct will not be tolerated and would act as a strong deterrent against the worst kind of behaviours becoming embedded.

Currently a person is disqualified if they have been convicted of any offence and have received a sentence of imprisonment (suspended or not) for a period of 3 months or more (without the option of a fine) in the 5-year period before the relevant election. Disqualification also covers sexual offences, even if they do not result in a custodial or suspended sentence.

### **Question 31**

Do you think councillors should be disqualified if subject to suspension more than once?

- Yes – twice within a 5-year period should result in disqualification for 5 years
- Yes – but for a different length of time and/or within a different timeframe (in years) [Number boxes]
- No - the power to suspend members whenever they breach codes of conduct is sufficient
- Any other comments [free text box]

### Question 32

Is there a case for immediate disqualification for gross misconduct, for example in instances of theft or physical violence impacting the safety of other members and/or officers, provided there has been an investigation of the incident and the member has had a chance to respond before a decision is made?

- Yes
- No
- Unsure
- [Free text box]

## e) Appeals

The government proposes that:

- A right of appeal be introduced for any member subject to a decision to suspend them.
- Members should only be able to appeal any given decision to suspend them once.
- An appeal should be invoked within 5 working days of the notification of suspension; and
- Following receipt of a request for appeal, arrangements should be made to conduct the appeal hearing within 28 working days.

The government believes that were the sanction of suspension to be introduced (and potentially disqualification if a decision to suspend occurs a second time within a 5-year period) it would be essential for such a punitive measure to be underpinned by a fair appeals process.

A right of appeal would allow members to challenge decisions that they believe are unjust or disproportionate and provides a safeguard to ensure that the sanction of suspension is applied fairly and consistently.

We consider that it would be appropriate to either create a national body, or to vest the appeals function in an existing appropriate national body, and views on the merits of that are sought at questions 38 and 39 below. Firstly, the following questions test opinion on the principle of providing a mechanism for appeal.

**Question 33**

Should members have the right to appeal a decision to suspend them?

- Yes - it is right that any member issued with a sanction of suspension can appeal the decision
- No – a council’s decision following consideration of an investigation should be final
- Unsure

**Question 34**

Should suspended members have to make their appeal within a set timeframe?

- Yes – within 5 days of the decision is appropriate to ensure an efficient process
- Yes – but within a different length of time (in days) [Number box]
- No – there should be no time limit for appealing a decision

The government is also keen to explore if a right of appeal should be provided, either in relation to whether a complaint proceeds to full investigation and consideration by the standards committee, or where a claimant is dissatisfied with the determination of the standards committee.

**Question 35**

Do you consider that a complainant should have a right of appeal when a decision is taken not to investigate their complaint?

- Yes
- No
- Unsure

**Question 36**

Do you consider that a complainant should have a right of appeal when an allegation of misconduct is not upheld?

- Yes
- No

- Unsure

### Question 37

If you answered yes to either of the previous two questions, please use the free text box below to share views on what you think is the most suitable route of appeal for either or both situations.

[Free text box]

## f) Potential for a national appeals body

There is a need to consider whether appeals panels should be in-house within local authorities, or whether it is right that this responsibility sits with an independent national body. Whereas an in-house appeals process would potentially enable quicker resolutions by virtue of a smaller caseload, empowering a national body to oversee appeals from suspended members and complainants could reinforce transparency and impartiality and help to ensure consistency of decision-making throughout England, setting precedents for the types of cases that are heard.

### Question 38

Do you think there is a need for an external national body to hear appeals?

- Yes – an external appeals body would help to uphold impartiality
- No – appeals cases should be heard by an internal panel
- Any further comments [free text box]

### Question 39

If you think there is a need for an external national appeals body, do you think it should:

- Be limited to hearing elected member appeals
- Be limited to hearing claimant appeals
- Both of the above should be in scope
- Please explain your answer [free text box]

# 7. Public Sector Equality Duty

## Question 40

In your view, would the proposed reforms to the local government standards and conduct framework particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit individuals with protected characteristics
- it would disadvantage individuals with protected characteristics
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

## Annex A: Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

### 1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk).

### 2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

### **3. Our legal basis for processing your personal data**

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

### **4. With whom we will be sharing your personal data**

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

### **5. For how long we will keep your personal data, or criteria used to determine the retention period.**

Your personal data will be held for 2 years from the closure of the consultation.

### **6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with

the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

## 7. Your personal data will not be sent overseas

## 8. Your personal data will not be used for any automated decision making

## 9. Your personal data will be stored on a secure government IT system

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard 2 years of retention before it is deleted.

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1. [Localism Act 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7)  
(<https://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7>)
  2. Only around 36% of the population of England is covered by a parish or town council.
  3. [Local government ethical standards: report - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/local-government-ethical-standards-report)  
(<https://www.gov.uk/government/publications/local-government-ethical-standards-report>)

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<b>Report to:</b>	<b>Hailsham Town Council</b>
<b>Date:</b>	<b>22<sup>nd</sup> January 2025</b>
<b>By:</b>	<b>John Harrison, Town Clerk</b>
<b>Title of Report:</b>	<b>Neighbourhood Plan Consultation Programme</b>

**PURPOSE:**

To consider the Neighbourhood Plan committee's plans for consultation.

**Council is asked to note the following**

**HAILSHAM TOWN COUNCIL NEIGHBOUROOD PLAN REVIEW - CONSULTATION SCHEDULE**

**Wednesday 5th Feb**

7:30 PM

Hailsham Historic Society  
Charles Hunt Centre

10-15 min presentation plus paper survey to hand out

Overnight accommodation at The Crown to be booked

**Thursday 6th Feb**

7:30 AM

Chamber of Commerce  
Wellshurst Golf Club

10-15 min presentation plus paper survey to hand out

Transport required to and from Wellshurst Golf Club

**Monday 10th Feb**

10:30 AM - 12:30 PM

Young at Heart  
Hellingly Hub

10-15 min presentation plus selection of display panels and paper survey

**Tuesday 11th Feb**

1:30 - 3:30 PM

Public drop-in  
James West Centre (Main Hall)

Display boards / mapping and paper survey

**Wednesday 12th Feb**

5:30 - 7:00 PM

Public drop-in  
The Laurel Coffee Shop, Hailsham Town Centre  
Selection of display boards, mapping and paper survey

Session with HCC GCSE Geography Pupils TBC

## RESOURCES

In terms of resources, and based on what is currently scheduled:

- One person from Troy Planning will attend the sessions on Wednesday 5th, Thursday 6th and Monday 10th.
- Two people will attend the event on Tuesday 11th. This would then be the best date for the Town Centre Gazebo, making best use of our time.
- Subject to the space available at The Laurel on Wednesday 12th and if anything else can be scheduled before this it may be staffed by one or two people from Troy Planning.
- We will of course need support from the Town Council at all events.

Troy Planning will prepare a set of short surveys (to be printed by the Town Council) to sit alongside the events, which will be similar in format to the last version (eg: double sided A4 with a limited number of questions to help encourage responses).