

## **FOREWORD**

**To the Clerks to the Parish and Town Councils within South Lakeland District**

On behalf of the Parish Remuneration Panel, I present the report and recommendations for the year from 1 April 2016 until 31 March 2017.

DAVID HOLDEN  
Chairman

# REPORT TO PARISH AND TOWN COUNCILS WITHIN THE SOUTH LAKELAND DISTRICT BY THE PARISH REMUNERATION PANEL

## RECOMMENDATIONS FOR THE FINANCIAL YEAR 2016/17

### Recommendations

- The Parish Remuneration Panel (PRP) recommends that for Parish and Town Councils which choose to pay a Parish Basic Allowance the level of such allowance should be set at £30.00 per annum and the Chairman's allowance be set at £60.00 per annum.
- For all Parish and Town Councils within South Lakeland District it is recommended that Travel and Subsistence Expenses be in accordance with the Schedule attached to this report.

### Background

1. The membership of the PRP consists of:-

**Michael Duff.** Former senior manager in high tech and communications companies and former Parish Councillor. Appointed to the PRP with effect from 1 August 2013 until 31 July 2016;

**Sally Parnaby.** Former NHS Board Director. Appointed to the PRP with effect from 1 July 2015 until 30 June 2019;

**David Holden (Chairman).** Retired Solicitor who was a senior partner in private practice for over 25 years and former Parish Councillor. Appointed to the PRP with effect from 1 September 2011 and his current term of office runs until 30 June 2019;

**Janice Wilson.** Human Resources professional, specialising in Learning and Development and having extensive experience of remuneration practice in both the public and private sectors. First appointed to the PRP in 2010, her Panel membership will end on 30 May 2018.

The above members also comprise the South Lakeland District Council Independent Remuneration Panel. Suzanne Pender was also appointed to the South Lakeland Independent Remuneration Panel with effect from 1 August 2013 until 31 July 2016. She takes no part in the work of the PRP due to her employment as Clerk to a South Lakeland Parish Council.

2. This report is made in respect of the period from 1 April 2016 to 31 March 2017 and has been produced in relation to the Members of the Parish and Town Councils within the District of South Lakeland. The PRP is to make recommendations in accordance with The Local Authorities (Members Allowances) (England) Regulations 2003 ("the Regulations"):-
  - (a) As to the amount of Parish Basic Allowances payable to members of Parish and Town Councils;

- (b) Whether Parish Basic Allowance should be payable only to the Chairman of any such authority or to all of its members;
- (c) Whether, if Parish Basic Allowance is 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
- (d) The responsibilities or duties in respect of which members should receive Travelling and Subsistence Allowance.

## **Scope of Report**

- 3. The PRP sought the views of Parish and Town Councils on the issue of remuneration.
- 4. The Council only received one representation from Kendal Town Council indicating that they did not wish to submit any issues for the PRP to consider.
- 5. No Parish Council or Town Council made a request for a recommendation in relation to Parish Basic Allowances or Chairman's Allowance or Travel and Subsistence Allowances.

## **Review**

### **The Parish Basic Allowance**

- 6. The PRP remains of the view that the work of a parish councillor is largely voluntary and that any payment which is made by way of a Parish Basic Allowance should be nominal.
- 7. The Regulations provide that where a Parish or Town Council proposes to pay a Parish Basic Allowance it must have regard to the recommendations made in respect of it by the PRP.
- 8. The PRP is aware that the majority of members of Town and Parish Councils are not in favour of receiving an allowance and in many cases would not wish to draw legitimate out of pocket expenses. However the PRP is aware that from time to time members may wish to be reimbursed for such expenses. The PRP has been advised that because of the Regulations the only way this could be effected would be for the various Councils to approve payment of a token Parish Basic Allowance (which must be payable to all members) and for those members who do not wish to be reimbursed to formally relinquish their entitlement. It should be noted that whilst the Regulations do permit reimbursement of Travel and Subsistence costs they do not permit reimbursement of Child Care or Carer costs.
- 9. It should be noted that those Parish and Town Councils who already make payment to their Chairmen under the provisions of section 15(5) of the Local Government Act 1972 may continue to do so. That section provides that:

‘A parish council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the Council think reasonable’

## **Recommended Parish Basic Allowances and Chairman's Allowances**

10. In the absence of any representations the PRP recommends the following allowances for the year 2016/17 only for those Parish and Town Councils who choose to pay a Parish Basic Allowance;
  - a. The Parish Basic Allowance for Parish and Town Councils which wish to pay such an allowance be set at £30.00 per annum;
  - b. The allowance for the Chairmen of Parish and Town Councils be set at £60.00 per annum. The PRP considers that this allowance should be payable in addition to any existing payment of expenses to the Chairman that the Parish or Town Council may wish to make under the continuing provisions of the Local Government Act.
  - c. The PRP did not consider that there was a case for varying the current scheme.
  - d. The Parish Basic Allowance for a Parish or Town Council and the Chairman's allowance would be 0.76% and 1.52% respectively of the Basic Allowance recommended for South Lakeland District Councillors.

## **Travel and Subsistence**

11. For all Parishes within the District of South Lakeland, the PRP's recommendations regarding Travel and Subsistence Expenses are that they should be in accordance with the attached Schedule.
12. The PRP recommends that a Parish or Town Council may pay to its members allowances in respect of travel and subsistence (Parish Travel and Subsistence Allowance), including an allowance in respect of travel by bicycle or by 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;
  - (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;

- (f) duties undertaken 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) 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.

### **Acknowledgements**

13. PRP would like to express its gratitude to Matthew Neal (Solicitor to the Council), Paul Rogers (Assistant Democratic Services Officer) and Gill Rowell (Member Services Assistant) for their assistance in providing guidance regarding the relevant regulations, operational issues and arrangement of accommodation and hospitality for meetings.

**DAVID HOLDEN  
CHAIRMAN PARISH REMUNERATION PANEL**

**13 November 2015**

## **Schedule - Travel and Subsistence for Parishes within the South Lakeland District**

Public Transport will be paid at ordinary fare, Standard Class or cheapest fare for the journey whichever is the least amount.

The mileage rate for travel by car within a 50 mile radius of the Parish will be the maximum permissible by HMRC without giving rise to an element of profit (currently 45p per mile). Travel by car outside of this area will be reimbursed at the cheapest rail fare available for the journey or at a public transport rate of 50% of the car mileage allowance, giving a current rate of 22.5p per mile, whichever is the least amount.

Where the use of a taxi is unavoidable, the Parish or Town Council will reimburse the actual cost.

If because of a disability Members are driven to a meeting by their spouse/partner it is appropriate for them to claim for double journeys in cases of long meetings. This will avoid the need for their spouse/partner to wait for the duration of the meeting.

HMRC permit an increase to the mileage allowance of 5p per mile per person (maximum of 4 passengers) where members and officers 'car share' to an approved duty. The PRP recommends that this increased allowance be incorporated into the Travel Allowances

The mileage rate for travel by bicycle and motorcycle to be in accordance with the maximum rates set by HMRC without attracting a tax charge (currently 20p and 24p per mile respectively).

Appropriate incidental expenses, e.g. car parking charges, will be reimbursed on the production of receipts.

### **Subsistence**

The Parish Council will reimburse actual expenses incurred by Members on subsistence on the production of receipts, subject to a maximum of:

Period of Absence	Maximum Allowance
4 to 8 Hours	£ 8.92
Over 8 but less than 12 Hours	£12.76
Over 12 but less than 24 Hours	£24.05
Overnight Stay	Reasonable Actual Expenses
Bed & Breakfast	Reasonable Actual Expenses

Note – the rates for travel expenses may be reviewed and amended by the Parish Council from 1 April 2016, in accordance with the rates issued by HMRC and subsistence in line with the increase in the Retail Price Index for the period from 1 April 2016 to 31 March 2017