

Title	Changes to Councillors Allowance – Remuneration Scheme
Author	Rashni Chahal Holden
Purpose	Councillors are asked to consider the changes to the Cllr allowances for Chairs

Overview/Background

We currently have the below allowances for Councillors which have not been reviewed for many years.

Epping Forest District Council allows the Parish to spend up to 4.46% of total precept as per a letter to the Clerk in 2019. Appendix A

Chigwell Parish Precept is £298,298 * 4.46% = £13,304 (maximum that can be spent in a year)

	Amount	Total
All Councillors	£100 everyone receives	1100 (11 Cllrs)
Chairs of committees	£50	250 (5 Committees)
Vicechair	£100	100
Chairperson	£300	300
		£1750

Currently Chairs of Committees and the Chairperson are undertaking considerably more duties and responsibilities. It is there for requested to review the rates and consider the option presented below

Proposed

	Amount	Total
All Councillors	£120 everyone receives	1320 (11 Cllrs)
Chairs of committees	£300	1500 (5 Committees)
Vicechair	£300	300
Chairperson	£500	500
Total		£3620

Other Parish Councils

A small review of other similar size Councils has been done

Loughton – all Cllrs receive £120

Chobham Parish Councillors £500 (total number of Cllrs 9 – 23/24

North Horsham Parish Council £514 per Cllr (22/23 total number Cllrs 19)

In essence there is no real similarity that has been adopted between Parish Councils

Recommendation

Agree the above proposal for 23/24

Please note : These changes need to be published on our website and notice board for a period of 14 days

Action requested from the Councillors

Approve the new Councillors Allowance to take effect from May 2023. This proposal to be confirmed with EFDC. Any issues from EFDC will be reported back to FC. No payment to be made until confirmation from EFDC and changes publicised in the wider community for 14 days.

Appendix A – Report of Remuneration Committee - EFDC

Date: 1 March 2019

Ref: CS/DS/ST

Your Ref:



Epping Forest District Council

Customer Services

Civic Offices, High Street,
Epping, Essex, CM16 4BZ

Enquiries to:

Mr. S. Tautz (01992) 564180
stautz@eppingforestdc.gov.uk

Mr. A. Belgrave,
Clerk to the Council,
Chigwell Parish Council,
Hainault Road,
Chigwell,
IG7 6QZ.

Dear Mr. Belgrave,

Parish Remuneration Scheme

I write to advise you that the independent Parish Remuneration Panel has recently considered the proposal of Chigwell Parish Council for revision to its existing remuneration scheme.

The Remuneration Panel has been established by Epping Forest District Council pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003 and, under those Regulations, is charged with the responsibility of making recommendations in accordance with Regulation 29 as to:

- (a) the amount of parish basic allowance payable to members of Parish and Town Councils;
- (b) the amount of travelling and subsistence allowance payable to members of such Councils;
- (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 members of such Councils, the allowance payable to the Chairman should be set at a higher level than that paid to other members and the higher amount so payable; and
- (e) the responsibilities or duties in respect of which members should receive parish, travelling and subsistence allowance.

The members of the Remuneration Panel are Mrs. T. Finn, Mr. D. Jackman and Mr. S. Lye.

This letter constitutes the formal report and recommendations of the Panel with regard to the proposals made by Chigwell Parish Council.

The Panel is entitled, in making recommendations, to consider whether to apply the same levels of parish basic allowance and travel and subsistence allowances to all parish and town councils or whether to make different recommendations for different councils. The Panel is required to express its recommendations as to the level of parish basic allowance as a percentage of the sum that an Independent Remuneration Panel has recommended as the

level of basic allowance for Epping Forest District Council, but may not recommend a percentage of more than 100% of the District Council's recommended level.

The Panel is also required to express its recommendation as to the level of Parish Basic Allowance as a monetary sum equivalent to the percentage mentioned above.

Parish Basic Allowance

Chigwell Parish Council has requested consideration of proposals for the payment of a parish basic allowance of £100.00 per annum to each member of the Parish Council.

Special Responsibility Allowance

The Panel has interpreted the proposals of the Parish Council as also including provision for payment of the following Special Responsibility Allowances (SRA), in addition to the basic allowance:

- (a) an SRA of £300.00 per annum to be payable to the Chairman of the Parish Council;
- (b) an SRA of £100.00 per annum to be payable to the Vice-Chairman of the Parish Council;
- (c) an SRA of £50.00 per annum to be payable to the Chairmen of the seven Working Committees of the Parish Council.

In determining its approach to the level of parish basic allowance, the Panel examined the remuneration scheme for Epping Forest District Council, which currently provides an annual basic allowance of £4,300.00 for each member of the Council. The regulations require the Panel to recommend that a parish basic allowance must be set as a percentage of this Council's figure, as well as a cash sum. The Panel considers that such percentage may be 100% and that this effectively sets an upper limit on the parish basic allowance of £4,300.00 per parish member.

The Panel has also considered the percentage of Epping Forest District Council total expenditure on allowances, compared to its annual precept for Council Tax purposes. The total estimated expenditure for 2019/20 in this regard is £367,970.00, which represents 4.46% of the total precept of £8,257,142.00 for the year. This approach has provided the Panel with two parameters on which to advise parish and town councils. The Panel considers that the precept percentage applied to allowances at District level should form the upper limit for parish allowances and that no parish or town council should provide a parish basic allowance which costs more than 4.46% of their total precept. Alongside this guideline, parish and town councils must bear in mind that they are only able to provide the parish basic allowance up to 100% of the figure provided at district level (££4,300.00).

The Panel is satisfied that the proposals of Chigwell Parish Council for a revised parish basic allowance and SRA as set out above, can be accommodated within this framework.

The Panel understands that Chigwell Parish Council also include travelling and subsistence allowances in its remuneration scheme. The Panel considers that that parish allowances should not exceed the rates paid by Epping Forest District Council and therefore recommend that Chigwell Parish Council set its own rates for mileage and subsistence, subject to those rates not exceeding the District Council's rates. It also falls to the Panel to specify the duties to which such expenses may be reimbursed. As part of a model remuneration scheme, the Panel has included references to Council, Committee and other meetings, opening of tenders, attendance at relevant associations and any other purpose approved by the Parish Council. This latter category is for the Parish Council to determine, although the Panel has not been asked to consider any specific proposals in this respect. However, it is important that any such duties are agreed in advance of the duty, whether as part of a remuneration scheme or on an ad hoc basis.

Recommendations

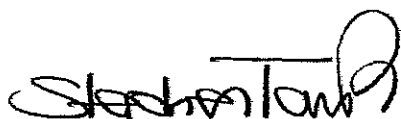
The recommendations of the Panel with regard to the proposal of Chigwell Parish Council for revision to its existing remuneration scheme, are as follows:

- (1) That the percentage of the District Council's expenditure on allowances as recommended by Panel compared to the total precept for 2019/20 (4.46%) be applied to the remuneration scheme for the Parish Council, on the basis that its total expenditure on parish basic allowance should not exceed that percentage of their precept for 2019/20;
- (2) That the parish basic allowance for the Parish Council should not exceed the figure set for the Epping Forest District Council, namely a sum per member of £4,300.00.
- (3) That the Parish Council be encouraged to use the model remuneration scheme prepared by the Panel, subject to modification as required.

The model remuneration scheme prepared by the Panel to assist parish and town councils is enclosed with this letter. This provides for a number of ancillary matters relating to allowances. Firstly, there is the option of linking these to an index of some kind: possibly the overall increase in a Council's budget from year to year or the rate of inflation. It should be emphasised that this can only be done for four years, after which further advice must be sought from the Remuneration Panel. Secondly, there are provisions for recovering payments made to councillors who are suspended or for withholding such payments during a period of suspension. Thirdly, there are also provisions regarding a time limit for making claims in respect of travel and subsistence allowance, pro rata calculations for new councillors who join during a Council year and recovery of allowances in respect of councillors who leave the council part way through a year. Fourthly, the model scheme also includes the statutory renunciation clause whereby a member of a parish council can in writing indicate that they do not wish to receive allowances.

Once this report of the Panel has been issued, it is a requirement of the regulations that it be available for public inspection. A notice must also be displayed in a conspicuous place or places in the area of the Parish Council for a period of at least 14 days setting out the recommendations of the Panel. Copies of this report must also be available to any member of the public on request at such reasonable copying fee as the Parish Council may determine. A draft public notice is also enclosed. When this report has been considered and a scheme adopted by the Parish Council, this should be completed and displayed.

Yours sincerely,



S. Tautz
Democratic Services Manager

91.03



Department for
Energy Security
& Net Zero

Department for Energy Security &
Net Zero

www.gov.uk

Apply for a higher level of support for your energy bills by 25 July 2023

Dear Customer,

The Government continues to support eligible non-domestic customers in Great Britain and Northern Ireland with their energy bills through the Energy Bills Discount scheme (EBDS). The scheme runs for 12 months from 1 April 2023 to 31 March 2024, replacing the Energy Bill Relief Scheme (EBRS), which ran between 1 October 2022 and 31 March 2023.

Under EBDS the UK Government will provide two levels of support for energy bills for eligible non-domestic customers: - the baseline discount support, which is applied automatically, and a higher level of support, which customers need to apply for. This higher level of support is referred to as EBDS support for **Energy and Trade Intensive Industries (ETII) and Heat Networks**.

Eligibility:

An organisation is considered eligible for ETII support if at least 50% of its revenue is generated from UK-based activity within eligible Standard Industrial Classification (SIC) code sectors. Customers can find more information and apply using this link:

<https://www.gov.uk/guidance/energy-bills-discount-scheme-energy-and-trade-intensive-industries-support>

Application process:

You can apply for the scheme online at gov.uk. The **deadline to apply for this higher level of support will be 25 July 2023** for the majority of non-domestic customers.

If you believe your business or organisation is eligible and you have yet to apply, please do so now. By applying today, eligible organisations will be eligible for the higher level of support until 31 March 2024.

If you have questions about the application process, please contact the EBDS customer support team via phone or email listed below. **Do not contact your energy supplier**, as this scheme is administered by the UK Government.

Kind regards,

EBDS Team

Department for Energy Security & Net Zero

EBDS Customer Service Team

Email: support@ebds.beis.gov.uk | Telephone: 030 0400 5251

Monday to Friday, 9am to 5pm | Find out about call charges here: <https://www.gov.uk/call-charges>

Chigwell Parish Council

EBDS DECLARATION

The Applicant submits this Declaration with its ETII application dated 25 07 2023.

To: The Secretary of State

I, Olga Linkeviciene, being a qualifying representative of the Applicant, refer to rule 24.4 of the Energy Bills Discount Scheme Rules 2023 (the Rules) and make this Declaration on the Applicant's behalf. [Note: delete 'director' or 'qualifying representative' according to whether the Applicant is or is not a company. See rule 24.5 of the Rules for who is a qualifying representative]

I hereby declare that, to the best of my knowledge:


(a) the conditions in regulations 16(2) to (4) of the Regulations (the ETII certification criteria) are met in respect of the Applicant.

(b) the ETII certification criteria were satisfied in respect of the Applicant not less than 6 months before the date on which the Application is submitted.

(c) the information submitted by the Applicant in or with the Application:

(i) has been prepared in accordance with the Rules.

(ii) is true, accurate and not misleading.

Signature of director or qualifying representative:

Name: Olga Linkeviciene

Position: Proper Officer to the Chigwell Parish Council

Dated: 25 07 2023

Signature of witness:

Witness's name: [**]

Occupation: [**]

Address: [**]

Dated: [**]

Title	NEW ENERGY CONTRACT – FOR TWO GAS a/c Main Office and VH/Club
Author	From F&G Committee prepared by CPC FO
Purpose	<i>Full Council is asked to approve the supplier below for the two gas accounts.</i>

Overview/Background

Our (CPC) energy consultant from ENGIE recommended putting protection in place for CPC Gas TWO accounts.

British Gas a/c 8832633808 – Chigwell Main Office MPR: 8832633808 Unit Rate: 8.64p per kWh Standing Charge: 93.40p per day Contract End Date: 12/06/2024	British Gas a/c 62954208 – Victory Hall MPR: 62954208 Unit Rate: 9.10p per kWh Standing Charge: 187.14p per day Contract End Date: 13/05/2025
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Options that have been considered

ENGIE successfully offsets any potential future increases in utility costs while providing the council with a single supplier for both electricity and gas. The most significant benefit of this arrangement is that the council can enjoy an excellent financial position for the next five years with guaranteed budget certainty on utility expenses.

Costs

ENGIE is proposing, based on the forecasted wholesale cost of gas reports (sent to us directly from several of our suppliers):

****Gas Contract Recommendation - For Finance Meeting***** dated 04 07 23

MPR:8832633808 Unit Rate: 10.0371p per kWh Standing Charge: 80.77p per day Contract End Date: 30/09/2028	MPR: 62954208 Unit Rate: 9.6099p per kWh Standing Charge: 171.24p per day Contract End Date: 30/09/2028
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Note: ENGIE will send us updated pricing 24 07 23 (this should ensure that come the 25th, prices are valid or as accurate as possible).

Risks to be considered.

Note: this is a risk-free agreement as your cost cannot go higher than the rates agreed above; they can only come down if the market falls (same as your electricity costs).

Recommendation

The market is currently at its lowest, so we should act now. Waiting until next year or 2024 could double gas costs. This proposal was reviewed and recommended by the F&G committee to Full Council for approval as an energy strategy to guide the council through a very turbulent and volatile market.

Action requested from the Councillors

To approve SUPPLIER in this paper, signed the contract and set up Direct Debit.