

**REPORT OF THE  
PARISH REMUNERATION PANEL  
ON  
MEMBERS' ALLOWANCES  
FOR  
HORLEY TOWN COUNCIL  
AND  
SALFORDS AND SIDLOW PARISH COUNCIL**

**January 2023**

## INTRODUCTION

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1<sup>st</sup> May 2003. The Regulations require that a District Council must establish an Independent Remuneration Panel (IRP) to review and make recommendations in respect of the payment and amount of special responsibility allowances; travelling and subsistence allowance; carers' allowance; co-optees' allowances; and the basic allowance.
2. Under the Regulations and the Local Government Act 1972 the same Independent Remuneration Panel may consider the remuneration schemes for Parish and Town Councils. Town Councils may choose to pay their Members an allowance, known as a "Basic Allowance", to recognise the time and effort they put into their Town Council duties. There is no obligation on Town Councils to pay such allowances. Each Town Council may make an allowance available to its chair only, or to each of its Members. The 2003 Regulations also provide for the payment of travel and subsistence allowances (for approved duties).
3. If a Town Council wishes to pay basic, travel or subsistence allowances, it needs to have regard to a recommendation from the Parish Remuneration Panel. This is a Panel set up to make recommendations to Parishes in its area. The membership of a Parish Remuneration Panel is the same as the Independent Remuneration Panel of the Borough Council within whose area the Parish is situated.
4. The Parish Remuneration Panel (PRP) last reviewed the Members allowances for Horley Town Council and Salfords and Sidlow Parish Council in May 2017. The next scheduled review of Town and Parish Council Member Allowances Schemes is due in 2026, for the 2027/28 municipal year effective as of 1<sup>st</sup> April 2027.
5. The PRP has now completed its review of Members' Allowances on behalf of Salfords and Sidlow Parish Council and Horley Town Council. The review has been conducted having regard to guidance issued by the Office of the Deputy Prime Minister (in conjunction with the Inland Revenue) on the 2003 Regulations for Local Authority allowances referred to above.
6. The PRP interviewed the following Members and officers on 14<sup>th</sup> September 2022 for the purposes of its review of the current Member Allowances scheme:
  - Cllr Wayne Clark (Chair of Salfords and Sidlow Parish Council)
  - Claire Minter (Salfords and Sidlow Parish Council Clerk)
  - Cllr Samantha Marshall (Chair of Horley Town Council)
  - Joan Walsh (Horley Town Council Clerk)

## **THE PARISH REMUNERATION PANEL**

7. The Parish Remuneration Panel (“the Panel”) comprises of:

- Farah Stehrenberger – Farah is a Barrister by profession. She is also a Trustee and Volunteer at Renew Hope a local charity for the homeless. She was also presented with a Mayor’s Volunteers Award in 2019.
- Robert Coyle - Robert is a chartered accountant. About half his career has been in practice where he held senior roles at PwC and KPMG. He also held CEO roles in industry working in the world of outsourcing. More recently he has been developing a portfolio career: he is now NED on several companies - taking both commercial and pro bono roles. He is an Independent Person on the Standards Committee of the City of London Corporation and an independent Member of the Audit Committee of this Authority.
- John Thompson MBE – has worked in the public, private and charity sectors. Has been on IRPs and an Independent Person for various Authorities since 2001. He is the Lay Member of the West Sussex Safeguarding Children Partnership. He is a School Governor. He was appointed to the Board of Governors of Chichester University in July 2022 and is a Director of Arun Arts which runs the Alexandra Theatre complex in Bognor Regis. John is the Chair of the Parish Remuneration Panel.

## **EXECUTIVE SUMMARY OF RECOMMENDATIONS**

8. **The Panel recommends that the Members’ allowances schemes operated by Horley Town Council and Salfords and Sidlow Parish Council remain unchanged.**

## **MEETING WITH PARISH LEADERS AND CLERKS**

9. Parishes and Town Councils may adopt a Scheme of Members Allowances. Whatever scheme they adopt is funded from their precept. It must take account of any recommendations by the R&BBC Independent Remuneration Panel.
10. The Leader and Clerk of both Horley Town Council and Salfords and Sidlow Parish Council were interviewed. Both run Schemes of Allowance for Members – a Basic allowance of £100 and £200 respectively and travel and subsistence.
11. Only one Member claimed the Basic Allowance at Salfords and Sidlow Parish Council, and few claimed for travel. Horley Town Council introduced their scheme in 2013 and it was re-adopted in 2019. Members had all agreed to opt out of the scheme, but they were welcome to opt in.

12. Both Councils had a good mix of ages and allowances were not felt to be a significant factor in people standing for election. Members generally chose not to take the allowance as there was a lot of administration for little return.
13. In terms of workload, it was stated that all Members did an equal amount of work and therefore special responsibility allowances were not considered appropriate.
14. There was no appetite for changes and beyond suggesting the Council make claiming for travel and subsistence easier, the panel makes no recommendations to change either of the two schemes.

## **CONCLUSION**

15. Based upon the recommendations in this report, the Panel recommends **that the Members' Allowances Schemes as set out at Annexes 1 and 2 remain unchanged.**

### **Appendix 1 – Horley Town Council Members' Allowances Scheme**

### **Appendix 2 – Salfords and Sidlow Parish Council Members' Allowances Scheme**