



# **QUADRENNIAL REVIEW OF TOWN AND PARISH COUNCIL MEMBERS' ALLOWANCES**



**East Kent Joint Parish Independent Remuneration  
Panel**

**February 2021**

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# **Section One**

## **Foreword by the Chairman**

*An introduction by the Chairman, Mr Kenneth London, to the review on behalf of the East Kent Joint Parish Independent Remuneration Panel*

## **Chairman's Foreword**

Since 2003 the law has required an independent panel to recommend the amount of remuneration that might reasonably be applied to the duties of members of district/city councils and council committees (whether appointed as independent members or from elected councillors).

Although there has been much discussion of the need or otherwise of remuneration for councillors, the duty of the Independent Remuneration Panel members is clear; that is to determine a reasonable level of remuneration for the elected and independent members of councils and council committees, accepting that a certain proportion of such remuneration shall be remitted in respect of the voluntary element of their work.

In the case of parish councillors, the panel is directed to express recommended Basic and Chairman's Allowances as a percentage of the actual Basic Allowance paid to district/city councillors in the district/city within the boundaries of which the particular parish is situated. The Panel has taken the view that the principal parameter governing the deliberations of parish councils is the size of the local electorate and after consideration it has been decided to continue with three remuneration bands as set out in this document. It should be noted that city/district councils do not necessarily pay the full rates of allowance recommended by the panel and it is recognised that parish councils may not wish to pay the full levels recommended. It is noted that at the time of writing only a small minority of parish councils pay Basic and/or Chairman's Allowances, although some pay Civic Allowances, the setting of which falls outside the remit of the Panel.

The methodology of the deliberations of the Panel is set out in the document and a summary of recommendations is given in Section 4 for easy reference.

Although the level of response by councils to the questionnaire sent to parishes was understandably low due to the number of parishes that do not pay a Parish Basic Allowance, sufficient data was provided upon which to draw conclusions. Nevertheless, a higher level of participation might have yielded significant information and enabled more sensitive judgement. It is the view of the Panel that in the absence of objections the current arrangements that have been in place since 2009 are not a cause of concern for the Towns and Parish Councils that choose to pay them in the three districts.

The Panel is aware of the global situation which provides the backdrop for its deliberations, but it views its duty as being to opine upon what it believes to be a fair level of remuneration for the duties and responsibilities of councillors. It is up to individual councils to decide what they wish or can afford to pay. The Panel believes that what follows gives a reasonable summary of the value of an individual member's work in the terms set out herein.

I commend this report to the officers and members of the town and parish councils in the areas of Canterbury City Council, Dover District Council and Thanet District Council.

Kenneth London  
***Chairman***

## **Section Two**

# **About the East Kent Joint Parish Independent Remuneration Panel**

*The process and recommendations of the East Kent Joint  
Parish Independent Remuneration Panel for the municipal  
years 2021 to 2025*

# East Kent Joint Parish Independent Remuneration Panel

## 1. Introduction

- 1.1 The Independent Remuneration Panel is appointed, and acts in accordance with, the provisions of the Local Authorities (Member's Allowances) (England) Regulations 2003 (as amended). This requires a minimum of three members who cannot be currently serving Officers or Councillors of a local authority.
- 1.2 The membership of the East Kent Joint Independent Remuneration Panel consists of two independent members appointed by Dover District Council and Thanet District Council and one independent member appointed by Canterbury City Council.
- 1.3 In addition to setting allowances for district councils, the East Kent Joint Independent Remuneration Panel is required to convene as the East Kent Joint Parish Independent Remuneration Panel to recommend allowances for Town and Parish Councils.
- 1.4 The Panel consists of the following members:

### **Mr Kenneth London (Chairman)**

*Mr Kenneth London is a retired Local Government Civil Engineer, Justice of the Peace and Chairman of the Kent Courts Board.*

### **Mr William Ferrier**

*Mr William G Ferrier is a retired Master Mariner and a former Magistrate of the East Kent Bench.*

### **Mr Alan Goodall**

*Mr Alan Goodall is a retired Civil Servant (UK Border Force) and former Independent Chairman of Dover District Council Standards Committee.*

### **Mrs Sue Longden**

*Mrs Sue Longden is a management accountant, with thirty years' local government strategic and service experience.*

**Mrs Kerry Sabin-Dawson**

*Mrs Kerry Sabin-Dawson is a qualified primary school teacher and the chair of a governing body of a school in Thanet.*

**Quadrennial Reviews**

- 2.1 The Independent Remuneration Panel is required to undertake a review of allowance schemes and may make recommendations on allowances for a period of up to four years.

**Terms of Reference**

- 3.1 The Panel is required under provisions of the Local Authorities (Member's Allowances) (England) Regulations 2003 (as amended) to produce a report containing recommendations for an allowance scheme as follows:

- *To recommend the amount of Parish Basic Allowance payable to councillors;*
- *To recommend the amount of Chairman's Parish Basic Allowance payable to the chairman of the council;*
- *To recommend the amount for Travel and Subsistence allowance payable to the chairman of the council or to all of its members; and*
- *To determine whether to recommend the same levels of parish basic allowance and parish travel and subsistence allowance to all the authorities in respect of which it was established.*

- 3.2 The Panel must also express any recommendation in respect of the Parish Basic Allowance as a percentage of the Basic Allowance for the corresponding District Council and a monetary sum corresponding with that percentage. The percentage may be up to one hundred percent.



## **Section Three**

# **Quadrennial Review for Town and Parish Councils**

*The process and recommendations of the East Kent Joint  
Parish Independent Remuneration Panel for the municipal  
years 2021 to 2025*

# Quadrennial Review 2021 - 2025

## 1. Introduction

- 1.1 The Independent Remuneration Panel had commenced its review in late 2019 with the intention of producing a final report in Spring 2020. However, due to the coronavirus pandemic this work had to be suspended until such time as resources allowed for it to be concluded.
- 1.2 The Panel is keenly aware that the majority of parish councils do not pay any allowances to their elected members and that the payment of allowances is not a motivating factor for members of the public wishing to stand for office and represent their communities. However, it is also conscious that the payment of an allowance could make the difference to some people in being able to afford to stand for office and consideration has been given to the impact that the proposed allowance levels could have in that respect.
- 1.3 It is of course for each town and parish council to determine whether it wishes to implement allowances for its elected members and the level that they set them at, subject to it having regard to the recommendations of the Panel in making that determination.

## 2. Methodology of Review

- 2.1 The Independent Remuneration Panel initiated the Quadrennial Review of Town and Parish Councils in late 2019 by circulating a questionnaire inviting all town and parish councils to provide their views. The Panel was particularly interested to learn if there were areas of concern arising from the recommendations of its previous Quadrennial Review.
- 2.2 The Panel considered the limited number of responses received, noting that none objected to the framework set out in the last review. There were a small number of comments received relating to the range of the bandings and the Panel has given this issue consideration in formulating its recommendations.

### 3. **Civic Dignitaries Allowance**

- 3.1 The Local Government Act 1972 permits the payment of an allowance to the Chairman and Vice-Chairman (or Mayor and Deputy Mayor) by a parish council to meet the expenses of the office.
- 3.2 The civic dignitaries allowance falls outside of the remit of the Panel as the relevant sections of the Local Government Act 1972 are still in force and therefore the Panel will not be making any recommendation in respect of it. This allowance is separate from the Chairman's Parish Basic Allowance in respect of which the panel makes a recommendation. A parish council may choose to pay both allowances concurrently if it so wishes.

### 4. **PARISH BASIC ALLOWANCE**

#### **Introduction**

- 4.1 The Basic Allowance is a discretionary allowance "*intended to recognise the time commitment of... councillors, including such inevitable calls on their time as meetings with officers and constituents...It is also intended to cover incidental costs such as the use of their homes.*"<sup>1</sup>
- 4.2 However, the original guidance on Members Allowances for England stated that "it is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members."
- 4.3 The Panel is required to state any figure it provides for the Parish Basic Allowance as a percentage of the District Basic Allowance. When the previous review was undertaken the responses received as part of the survey of parish councils suggested a percentage in multiples of ten percent. The overwhelming majority of responses received at the time suggested that this should be set at zero percent, although the range of responses varied from 5% to 50% where a percentage other than zero was stated. The responses to the most recent survey have not contradicted this position.

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<sup>1</sup> ODPM Guidance EIM65960 – Local Government Councillors and Civic Dignitaries in England, Part One: Members' Allowances

### **Voluntary Component**

- 4.4 In reviewing the parish remuneration scheme, the Panel has therefore considered the application of a voluntary component principle. This is the principle that an important part of being a Councillor is the desire to serve the public and consequently, the allowance scheme should not recompense an elected Member for 100% of his or her time. It is the view of the Panel that the overwhelming percentage of a councillor's time should be given voluntarily and therefore not remunerated.

### **Methodology**

- 4.5 It is the view of the Panel that a Parish Basic Allowance should be recommended to Parish Councils given the time commitment and responsibilities placed upon parish councillors. However, while providing a small contribution towards incidental expenses such as telephone and broadband costs, postage and stationery there should be no opportunity for financial gain in the level of Parish Basic Allowance recommended.

### **Banding**

- 4.6 The evidence gathered by the Panel during its previous review indicated a general correlation between the size of the electorate and the precept and activity levels of the parish council / parish councillors with a few exceptions. The choice of electorate over population was used as accurate electorate figures are produced annually as opposed to the decennial censuses.
- 4.7 It was noted by the Panel that none of the limited number of responses received to the 2019 survey expressed any dissatisfaction with this approach and the Panel has taken the decision to preserve it as the basis for banding.
- 4.8 The previous review identified three bandings which would equate to the relevant district council's Basic Allowance levels as follows:
- Band A: Electorate 20,000 upward 12%
  - Band B: Electorate 10,000 to 19,999 6%
  - Band C: Electorate 9,999 and below 3%
- 4.9 It is the view of the Panel that in the absence of any contrary comments about the percentage of Basic Allowance used for each banding these levels be maintained.

**Table 1: Parish Basic Allowance as a Percentage of District Basic Allowance**

<b>Local Authority</b>	<b>100% Basic Allowance</b>	<b>12% District/City Basic</b>	<b>6% District/City Basic</b>	<b>3% District/City Basic</b>
Canterbury	<b>£5,739.12</b>	<b>£688.69</b>	<b>£344.35</b>	<b>£172.17</b>
Dover	<b>£5,000.00</b>	<b>£600.00</b>	<b>£300.00</b>	<b>£150.00</b>
Thanet	<b>£4,570.00</b>	<b>£548.40</b>	<b>£274.20</b>	<b>£137.10</b>
Average	<b>£5,103.04</b>	<b>£612.36</b>	<b>£306.18</b>	<b>£153.09</b>

4.10 The Panel gave consideration as to whether there should be a differential between parishes in different authority areas but on the basis of the evidence before it and benchmarking data gathered from other authorities as part of the previous review, it felt that there was no significant difference in workload or basic costs for parish councillors in different authorities other than due to variations between parishes of different sizes. Therefore, it is the view of the Panel that one Parish Basic Allowance should be applied to all parishes within each band.

4.11 It is however, noted that since the time of the last review there has been a greater divergence between the level of Basic Allowance at the three district/city authorities and the use of a single figure for the parishes in all three district/city areas will have an impact on the level of Parish Basic Allowance recommended as a percentage of respective district/city council's Basic Allowance – particularly as expressed at Band A.

4.12 For information, the level of Parish Basic Allowance recommended at the time of the last review was as followed:

- £140.00 (Band C - 3%)
- £280.00 (Band B – 6%)
- £560.00 (Band A – 12%)

4.13 The Panel was of the view that the average of these, rounded for administrative ease, would be the appropriate level to benchmark across the three authority areas and still represented a small uplift on the previously recommended allowance levels. This would be as followed:

- £153.00 (Band C - 3%) rounded to £150.00

- £306.00 (Band B – 6%) rounded to £300.00
- £612.00 (Band A – 12%) rounded to £600.00

4.14 The Panel recommends the following Parish Basic Allowance based on the District Council Basic Allowance for 2021/22:

**Table 2: Recommended Parish Basic Allowance (Band C)**

<i>Electorate</i>	<b><i>Parish Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£150.00</b>	2.61%	3.00%	3.28%

**Table 3: Recommended Parish Basic Allowance (Band B)**

<i>Electorate</i>	<b><i>Parish Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£300.00</b>	5.23%	6.00%	6.56%

**Table 4: Recommended Parish Basic Allowance (Band A)**

<i>Electorate</i>	<b><i>Parish Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£600.00</b>	10.45%	12.00%	13.13%

4.15 In the event that the electorate of a parish council increases or decreases sufficiently to move it from one remuneration band to another, it is the view of the Panel that the parish council recalculate its Parish Basic Allowance in line with the new banding.

5. **PARISH CHAIRMAN'S BASIC ALLOWANCE**

5.1 The Parish Chairman's Basic Allowance is intended to compensate the Chairman of the parish council for the additional duties and responsibilities resulting from the position. As with the Parish Basic Allowance, the Parish Chairman's Basic Allowance may only be paid to elected members of the authority.

5.2 The Panel recommends that this be applied as a multiple of the Parish Basic Allowance as adopted for the previous review. The Panel saw no reason to adjust the multiple on the basis of the responses received and will continue to apply the following formula of the Parish Basic Allowance multiplied by two. This would result in the following Parish Chairman's Basic Allowance:

**Table 5: Recommended Parish Chairman's Basic Allowance (Band C)**

<i>Electorate</i>	<b><i>Parish Chairman Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£300.00</b>	5.23%	6.00%	6.56%

**Table 6: Recommended Parish Chairman's Basic Allowance (Band B)**

<i>Electorate</i>	<b><i>Parish Chairman Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£600.00</b>	10.45%	12.00%	13.13%

**Table 7: Recommended Parish Chairman's Basic Allowance (Band A)**

<i>Electorate</i>	<b><i>Parish Chairman Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£1,200.00</b>	20.91%	24.00%	26.26%

5.3 The payment of a Chairman's Parish Basic Allowance does not preclude the payment of a civic allowance under the Local Government Act 1972 and the Panel recognises that most of the town councils make provision for a civic allowance on par or higher with the district council Basic Allowance.

5.4 For the purposes of remuneration, the Vice-Chairman of the Parish Council should be treated as an ordinary member of the parish council and, assuming they are elected members, therefore only entitled to the Parish Basic Allowance.

### **Travel and Subsistence Allowances**

3.3 Parish Councils may pay discretionary allowances for travel and subsistence to parish councillors, elected and co-opted, in respect of the following:

- Attending a meeting of the parish council;
- Attending a meeting of a committee or sub-committee of the parish council;
- Attending a meeting of some other body to which the parish council makes appointments or nominations;
- Attending a meeting of a committee or sub-committee of some other body to which the parish council makes appointments or nominations;
- Duties undertaken on behalf of the parish council in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- Attending a meeting of a local authority association of which the parish council is a member;
- Duties undertaken on behalf of the parish council in connection with the discharge of any function of the parish council conferred by or under any enactment and empowering or requiring the parish council to inspect or authorise the inspection of premises; or
- Any other duty approved by the parish council in connection with discharging the duties of the parish council or its committees or sub-committees.

3.4 The regulations permit allowances to be paid for travel both internal and external to the boundary of the parish and allow for non-motorised methods of transport (such as a pedestrian or cycling) to be remunerated within an allowance scheme. However, it is noted that as part of the responses to the previous review that some Parish Councils



had opted to restrict allowances to travel to destinations outside of the parish boundary only. The Panel would support this view for restrictions on travel and subsistence allowances within the parish boundary in the case of geographically compact parishes.

3.5 The Panel would support parish councils making provision for a bicycling allowance given that in geographically compact parishes, bicycling and walking were a feasible methods of transportation to meetings for many Members. However, the Panel is not at this time recommending the introduction of a walking allowance due to concerns over the administration of such a scheme.

3.6 In respect of parish council motor vehicle allowances, two levels of allowance are predominant – the NJC rate and the HMRC AMAP rate.

***National Joint Council Rates***

3.7 The Local Government Employers organisation, which covers the pay and conditions for 1.4 million local government workers, provides figures for mileage rates through the National Joint Council (NJC) for Local Government Services. These NJC rates are split by casual user and essential user and banded depending on the engine size of the vehicle. Where local authorities use these rates for elected members, the casual user rate is normally used. The commonly used allowance for parish clerks is also the NJC rate.

***Table 8: NJC Rate***

<b>Casual User Rate</b>	<b>451 – 999cc</b>	<b>1000cc+</b>
Per mile first 8,500 miles	46.9p	52.2p
Per mile after 8,500 miles	13.7p	14.4p

3.8 The disadvantage to applying the NJC rate is that there is an additional administrative burden in respect of tax and national insurance where they exceed the tax-free limits.

***HM Revenue & Customs Approved Mileage Allowance Payments***

3.9 The HM Revenue & Customs Approved Mileage Allowance Payments (AMAP) are the level up to which travel allowances can be claimed free from tax and national insurance contributions. The current AMAP rates are as follows:

***Table 9: Current HMRC AMAP***

	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 miles in tax year</b>
Cars and Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Bicycles	20 pence per mile	20 pence per mile

- 3.10 HM Revenue and Customs update the AMAP rates on a regular basis.
- 3.11 The Panel in principle supports the payment of travel and subsistence allowances to parish councillors. Furthermore, it is the view of the Panel that any travel and subsistence allowance be operated in a manner that minimises the administrative burden on officers while still providing a robust and transparent governance framework.
- 3.12 It is for this reason the Panel has selected the HM Revenue and Customs Approved Mileage Allowance Payments scheme as its recommended travel and subsistence allowance model. The AMAP rate was selected over the NJC rate as it provides administrative efficiencies for the purposes of calculating tax and national insurance costs.
- 3.13 However, due to the relative size of most parishes and the fact that parish councillors should be giving the majority of their time to their constituents voluntarily, the Panel does not at this time recommend the payment of travel and subsistence allowances for meetings within the parish boundary in the geographically smaller parishes.
- 3.14 The Panel does though recognise the increasing amount of partnership work undertaken by parish councils and it therefore recommends that for approved duties that take place outside the parish boundary, the HM Revenue and Customs Approved Mileage Allowance Payments should be adopted.
- 3.15 The Panel also recommends that parish councils give consideration as to time limits within which claims may be submitted under the travel and subsistence allowance scheme.

### **Index Linking Arrangements**

- 3.16 The Panel recommends that the Clerk to the Council's Pay Award percentage be adopted as the index linking measurement for the Parish Basic Allowance and the Parish Chairman's Basic Allowance for the next four years.
- 3.17 The Panel recommends that the travel and subsistence allowances be index linked to the approved Inland Revenue (also known as AMAP) rates for the next four years.

## **Section Four**

# **Summary of Recommendations**

*The summary of recommendations of the East Kent Joint Parish Independent Remuneration Panel for the municipal years 2021 to 2025*

## Summary of Recommendations

### 1. Commencement and Period of Scheme

- 1.1 The regulations governing parish council allowance schemes provide all parish councils with the discretion to introduce an allowance scheme for councillors should they so wish after first giving consideration to the recommendations of the Parish Independent Remuneration Panel (as contained within this report).
- 1.2 The regulations permit the Parish Basic Allowance and the Parish Chairman's Basic Allowance to be paid to elected members only while the travel and subsistence allowance can be paid to elected, co-opted or appointed members.
- 1.3 The recommendations contained within this report do not affect the right of a parish council to pay the chairman / mayor a civic allowance under Local Government Act 1972.
- 1.4 All recommendations are intended to be effective from the start of the municipal year 2021/22.

### 2. Definitions

- 2.1 For the purposes of these recommendations, the term 'parish council' is used for both town councils and parish councils.

### 3. PARISH BASIC ALLOWANCE

- 3.1.1 The Panel recommends the following Parish Basic Allowance based on the District Council Basic Allowance for 2021/22:

**Table 10: Recommended Parish Basic Allowance (Band C)**

<i>Electorate</i>	<i>Parish Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£150.00</b>	2.61%	3.00%	3.28%

**Band C would therefore cover the following parish councils if applied on the current electorate at the time this report was written:**

*Acol Parish Council, Adisham Parish Council, Alkham Parish Council, Ash Parish Council, Aylesham Parish Council, Barham Parish Council, Bekesbourne with Patixbourne, Birchington Parish Council, Bishopsbourne Parish Council, Blean Parish Council, Bridge Parish Council, Capel-le-Ferne Parish Council, Chartham Parish Council, Chestfield Parish Council, Chislet Parish Council, Cliffsend Parish Council, Denton with Wootton Parish Council, Eastry Parish Council, Eythorne Parish Council, Fordwich Town Council, Goodnestone Parish Council, Great Mongeham Parish Council, Guston Parish Council, Hackington Parish Council, Harbledown & Rough Common Parish Council, Herne & Broomfield Parish Council, Hoath Parish Council, Hougham Without Parish Council, Ickham & Well Parish Council, Kingston Parish Council, Langdon Parish Council, Littlebourne Parish Council, Lower Hardres and Nackington Parish Council, Lydden Parish Council, Manston Parish Council, Minster Parish Council, Monkton Parish Council, Nonington Parish Council, Northbourne Parish Council, Petham Parish Council, Preston Parish Council, Ringwold with Kingsdown Parish Council, Ripple Parish Council, River Parish Council, Sandwich Town Council, Shepherdswell-with-Coldred Parish Council, Sholden Parish Council, St Margaret's-at-Cliffe Parish Council, St Nicholas-at-Wade with Sarre Parish Council, Staple Parish Council, Stourmouth Parish Council, Sturry Parish Council, Sutton-by-Dover Parish Council, Temple Ewell Parish Council, Thanington-Without Parish Council, Tilmanstone Parish Council, Upper Hardres Parish Council, Walmer Parish Council, Waltham Parish Council, Westbere Parish Council, Westgate-on-Sea Town Council, Whitfield Parish Council, Wickhambreaux Parish Council, Wingham Parish Council, Womenswold Parish Council, Woodnesborough Parish Council and Worth Parish Council*

**Table 11: Recommended Parish Basic Allowance (Band B)**

<i>Electorate</i>	<b>Parish Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£300.00</b>	5.23%	6.00%	6.56%

**Band B would therefore cover the following parish councils if applied on the current electorate at the time this report was written:**

*Broadstairs & St Peters Town Council and Deal Town Council*

**Table 12: Recommended Parish Basic Allowance (Band A)**

<i>Electorate</i>	<i>Parish Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£600.00</b>	10.45%	12.00%	13.13%

***Band A would therefore cover the following parish councils if applied on the current electorate at the time this report was written:***

*Ramsgate Town Council and Dover Town Council*

#### **4. PARISH CHAIRMAN'S BASIC ALLOWANCE**

- 4.1 The Panel recommends that this be applied on a factor basis of the Parish Basic Allowance multiplied by two. This would result in the following Parish Chairman's Basic Allowance:

**Table 13: Recommended Parish Chairman's Basic Allowance (Band C)**

<i>Electorate</i>	<i>Parish Chairman Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£300.00</b>	5.23%	6.00%	6.56%

***Band C would therefore cover the following parish councils if applied on the current electorate at the time this report was written:***

*Acol Parish Council, Adisham Parish Council, Alkham Parish Council, Ash Parish Council, Aylesham Parish Council, Barham Parish Council, Bekesbourne with Patixbourne, Birchington Parish Council, Bishopsbourne Parish Council, Blean Parish Council, Bridge Parish Council, Capel-le-Ferne Parish Council, Chartham Parish Council, Chestfield Parish Council, Chislet Parish Council, Cliffsend Parish Council, Denton with Wootton Parish Council, Eastry Parish Council, Eythorne Parish Council, Fordwich Town Council, Goodnestone Parish Council, Great Mongeham Parish Council, Guston Parish Council, Hackington Parish Council, Harbledown & Rough*

*Common Parish Council, Herne & Broomfield Parish Council, Hoath Parish Council, Hougham Without Parish Council, Ickham & Well Parish Council, Kingston Parish Council, Langdon Parish Council, Littlebourne Parish Council, Lower Hardres and Nackington Parish Council, Lydden Parish Council, Manston Parish Council, Minster Parish Council, Monkton Parish Council, Nonington Parish Council, Northbourne Parish Council, Petham Parish Council, Preston Parish Council, Ringwold with Kingsdown Parish Council, Ripple Parish Council, River Parish Council, Sandwich Town Council, Shepherdswell-with-Coldred Parish Council, Sholden Parish Council, St Margaret's-at-Cliffe Parish Council, St Nicholas-at-Wade with Sarre Parish Council, Staple Parish Council, Stourmouth Parish Council, Sturry Parish Council, Sutton-by-Dover Parish Council, Temple Ewell Parish Council, Thanington-Without Parish Council, Tilmanstone Parish Council, Upper Hardres Parish Council, Walmer Parish Council, Waltham Parish Council, Westbere Parish Council, Westgate-on-Sea Town Council, Whitfield Parish Council, Wickhambreaux Parish Council, Wingham Parish Council, Womenswold Parish Council, Woodnesborough Parish Council and Worth Parish Council*

**Table 14: Recommended Parish Chairman's Basic Allowance (Band B)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£600.00</b>	10.45%	12.00%	13.13%

**Band B would therefore cover the following parish councils if applied on the current electorate at the time this report was written:**

*Broadstairs & St Peters Town Council and Deal Town Council*

**Table 15: Recommended Parish Chairman's Basic Allowance (Band A)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£1,200.00</b>	20.91%	24.00%	26.26%



***Band A would therefore cover the following parish councils if applied on the current electorate at the time this report was written:***

*Ramsgate Town Council and Dover Town Council*

## **5. Travel and Subsistence Allowances**

- 5.1 The Panel in principle supports the payment of travel and subsistence allowances to parish councillors. Furthermore, it is the view of the Panel that any travel and subsistence allowance be operated in a manner that minimises the administrative burden on officers while still providing a robust and transparent governance framework.
- 5.2 It is for this reason the Panel has selected the HM Revenue and Customs Approved Mileage Allowance Payments scheme as its recommended travel and subsistence allowance model.

***Table 16: Current HMRC AMAP***

	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 miles in tax year</b>
Cars and Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Bicycles	20 pence per mile	20 pence per mile

## **6. Index Linking Arrangements**

- 6.1 The Panel recommends that the Clerk to the Council's Pay Award percentage be adopted as the index linking measurement for the Parish Basic Allowance and the Parish Chairman's Basic Allowance for the next four years.
- 6.2 The Panel recommends that the travel and subsistence allowances be index linked to the approved Inland Revenue (also known as AMAP) rates for the next four years.

# **Section Five**

## **Appendix**

*The appendix of the review of the East Kent Joint Independent Remuneration Panel for the municipal years 2021 to 2025*

### **Town and Parish Councils by Electorate Size**

<b>Rank</b>	<b>Parish (or Town) Council Name</b>	<b>Electorate</b>	<b>Band</b>	<b>Number of Parish / Town Councillors</b>
	Ramsgate Town Council	30,133	A	16
	Dover Town Council	22,041	A	18
	Broadstairs & St Peters Town Council	19,865	B	15
	Deal Town Council	15,857	B	15
	Birchington Parish Council	8,622	C	10
	Herne & Broomfield Parish Council	6,640	C	13
	Walmer Parish Council	6,631	C	15
	Westgate-on-Sea Town Council	5,602	C	10
	Whitfield Parish Council	4,428	C	14
	Aylesham Parish Council	4,256	C	9
	Sturry Parish Council	4,184	C	11
	Sandwich Town Council	4,016	C	16
	Chartham Parish Council	3,403	C	11
	River Parish Council	3,098	C	10
	Minster Parish Council	2,944	C	11
	Chestfield Parish Council	2,688	C	9
	Ash Parish Council	2,623	C	11
	St Margaret's-at-Cliffe Parish Council	2,154	C	9
	Eastry Parish Council	1,985	C	11
	Eythorne Parish Council	1,972	C	11
	Thanington-Without Parish Council	1,926	C	9
	Capel-le-Ferne Parish Council	1,687	C	9
	Harbledown & Rough Common Parish Council	1,665	C	11
	Ringwould with Kingsdown Parish Council	1,659	C	9
	Sholden Parish Council	1,653	C	7
	Cliffsend Parish Council	1,547	C	7
	Shepherdswell-with-Coldred Parish Council	1,500	C	12
	Wingham Parish Council	1,403	C	9
	Temple Ewell Parish Council	1,368	C	12
	Hersden Parish Council	1,311	C	7
	Blean Parish Council	1,280	C	9
	Bridge Parish Council	1,256	C	9

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Littlebourne Parish Council	1,236	C	9
	Manston Parish Council	1,098	C	5
	Barham Parish Council	1,038	C	9
	Woodnesborough Parish Council	1,008	C	9
	St Nicholas-at-Wade with Sarre Parish Council	890	C	7
	Worth Parish Council	825	C	7
	Preston Parish Council	737	C	7
	Bekesbourne with Patricxbourne	718	C	9
	Chislet Parish Council	713	C	9
	Nonington Parish Council	701	C	7
	Guston Parish Council	677	C	7
	Sutton-by-Dover Parish Council	612	C	7
	Alkham Parish Council	598	C	7
	Lydden Parish Council	593	C	9
	Great Mongeham Parish Council	585	C	7
	Northbourne Parish Council	580	C	7
	Monkton Parish Council	572	C	5
	Petham Parish Council	564	C	7
	Langdon Parish Council	502	C	7
	Lower Hardres and Nackington Parish Council	490	C	5
	Adisham Parish Council	484	C	7
	Hoath Parish Council	462	C	5
	Staple Parish Council	456	C	7
	Hackington Parish Council	430	C	5
	Kingston Parish Council	412	C	7
	Wickhambreaux Parish Council	407	C	7
	Hougham Without Parish Council	406	C	7
	Waltham Parish Council	368	C	5
	Ickham & Well Parish Council	351	C	7
	Fordwich Town Council	340	C	5
	Upper Hardres Parish Council	320	C	5
	Ripple Parish Council	307	C	5
	Denton with Wootton Parish Council	306	C	5

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Tilmanstone Parish Council	304	C	5
	Goodnestone Parish Council	301	C	5
	Womenswold Parish Council	282	C	5
	Westbere Parish Council	269	C	7
	Acol Parish Council	244	C	5
	Stourmouth Parish Council	242	C	5
	Bishopsbourne Parish Council	209	C	5

**Note 1** – The colour banding indicates which district authority area the parish falls into as follows: Canterbury City Council (Highlighted in Gold); Dover District Council (Pink); and Thanet District Council (Blue).