

Sarah Groom

From: Carrie Anderson <Carrie.Anderson@guildford.gov.uk>
Sent: 25 July 2019 14:45
To: Parish Clerks
Cc: John Armstrong
Subject: REVIEW OF COUNCILLORS' ALLOWANCES 2019 [UNC]
Attachments: Parish Questionnaires JA.doc

Dear Colleague,

REVIEW OF COUNCILLORS' ALLOWANCES 2019

I am writing to inform you that the Independent Remuneration Panel will undertake a review the Scheme of Allowances for Borough Councillors this year. The Panel members are as follows:

Mr Michael Burke
Ms Vivienne Cameron
Mr Mark Palmer

(Chairman TBC)

Amongst its duties, the Panel is responsible for making recommendations to parish councils within the Borough:

- (a) as to the amount of parish basic allowance (if any) which should be payable to elected parish council members and, if so, whether such allowance should be payable only to the chairman of the parish council or to all of its elected members;
- (b) as to whether, if parish basic allowance should be payable to both the chairman and the other elected members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other elected members and, if so, the higher amount so payable;
- (c) as to the amount of travelling and subsistence allowance payable to elected members, of such authorities;
- (d) as to the responsibilities or duties in respect of which such elected members should receive parish travelling and subsistence allowance.

To assist the Panel in its deliberations, could you please complete and return the attached Questionnaire (No. 1) to me by no later than **Monday 30 September 2019**.

With regard to Questionnaire (No.1), if the answer to questions 2, 3 or 4 is "yes", could you please send a copy of Questionnaire (No.2) to each of your elected parish councillors to complete and return to me again by no later than **Monday 30 September 2019**.

If you have any queries in this regard, please do not hesitate to contact us.

Many thanks
Kindest regards
Carrie Anderson
Committee Manager
01483 444078

Room G03
Ground Floor Old Millmead House

PARISH REMUNERATION PANEL
PARISH COUNCIL QUESTIONNAIRE (1)

RETURN FORPARISH COUNCIL

1. Does the parish council currently pay an allowance to the Chairman in accordance with section 15(5) of the Local Government Act 1972 (i.e., such reasonable allowance as the parish council thinks appropriate for the purpose of enabling the Chairman to meet the expenses of his office) and, if so, what is the level?

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2. Does the parish council wish to consider paying the Chairman a basic allowance for time spent on that office under an allowances scheme made in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003?

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3. Does the parish council wish to consider paying *elected* parish councillors a basic allowance under an allowances scheme made in accordance with the 2003 regulations to cover (a) time spent as a councillor and (b) expenses incurred?

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4. Does the parish council wish to consider paying travelling and subsistence allowance to parish councillors (whether elected or otherwise) under a scheme made in accordance with the 2003 regulations?

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5. How often does the parish council and (if relevant) its committees and sub-committees meet?

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**PLEASE RETURN COMPLETED QUESTIONNAIRE BY NO LATER THAN -
MONDAY 30 SEPTEMBER 2019 TO:**

Carrie Anderson
Democratic Services
Guildford Borough Council
Millmead House
Millmead
GUILDFORD
Surrey GU2 4BB

email: committeeservices@guildford.gov.uk

PARISH REMUNERATION PANEL
PARISH COUNCIL QUESTIONNAIRE (2)

RETURN FOR PARISH COUNCILLOR.....
REPRESENTING..... PARISH COUNCIL

1. MEETINGS

Parish Council/ Committee	Capacity (e.g. Chairman)	Average time spent each month	
		Preparing for Meetings	Attending Meetings

2. CONSTITUENCY WORK

Please state the approximate amount of time spent each month dealing with constituents

3. COSTS

Please state the approximate monthly costs involved in being a Parish Councillor e.g. phone costs, travelling etc.

4. ANY OTHER COMMENTS (which you feel may be of assistance to the Panel)

PLEASE RETURN COMPLETED QUESTIONNAIRE BY NO LATER THAN - **MONDAY 30 SEPTEMBER 2019**
TO:

Carrie Anderson
Democratic Services
Guildford Borough Council
Millmead
GUILDFORD
Surrey GU2 4BB email: committeeservices@guildford.gov.uk