



**To All Councillors,**

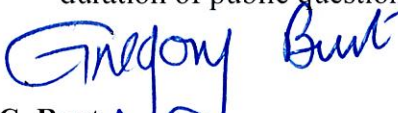
You are summoned to an **ONLINE** meeting of the **Finance & General Purposes Committee** (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) on **Wednesday 24 February 2021 at 7.30pm**. A link will be sent to you explaining how to join this meeting.

**To Members of the Public,**

This meeting will be streamed on the internet. Follow link from website or Facebook page. This will enable you to see and hear Councillors.

If you would like to ask a question,

- a. you can either submit it to the Clerk at least 24 hours prior, who will then read it out, or
- b. you can ask it directly, but you must still notify the Clerk at least 24 hours prior, so you can be sent a link that you will enable you to join the meeting for the duration of public questions.

  
**G.C. Burt**  
**Clerk to the Council**

**18 February 2021**

## **AGENDA**

1. Chairman's Announcements
2. Apologies for absence.
3. To Receive Declarations of Interest and notification of Changes to Members' Interests.
4. Public Session.
5. Minutes of the meeting held on 27 January 2021, previously circulated; to confirm and sign as a correct record.
6. Matters Arising – not separate agenda items.
7. To approve payments and note any receipts for January 2021, Appendix A.

8. To note Current and Reserve bank reconciliations to 31 January 2021, Appendix **B**.
9. To note Bonus Saver Reserve bank reconciliations to 31 January 2021, Appendix **C**.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.
  - a. Request by Property Committee of 17<sup>th</sup> Feb 2021 to fund drainage works at Jubilee Fields totalling £6,905 (£5,545 contact + £1,360 CDM fee).
11. To consider grant applications:
  - a. Billingshurst Community Transport\*, Appendix **D**.
  - b. Billingshurst Community Transport\*, Appendix **E**.
  - c. BilliGreen, Appendix **F**.  
(Grant overview, Appendix **G**.)  
\*Certified accounts 18-19 and draft accounts 19-20 received.
12. WSALC
  - a. To consider the confirmed motions submitted to the WSALC AGM and mandate the Council's 2 voting representatives accordingly - Appendix **H**.
  - b. To note plans to set up an alternative association of councils in West Sussex - Appendix **I**.
13. Consideration of proposal from Cllr Berry that Chairman's Allowance is increased to £1,000 (from 1<sup>st</sup> April 2021) so additional funds are available to the Chair to assist parishioners should an emergency or crisis arise - Appendix **J**.
14. Any other matters for information only.
15. Date of Next Meeting – **Wednesday 24 March 2021**

**Committee Members:** BB, GA, PB, RM, **KP**, EB, DH, CG

**Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.**

Date: 11/02/2021

## Billingshurst Parish Council Current Year

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Time: 14:44

## Current Bank A/c

## List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2021	Initial Washroom Hygiene	012807	257.40		Public Toilet servicing
02/01/2021	Liz Berry	012808	35.00		Eye Test reimb.
02/01/2021	Sutcliffe Play Ltd	012809	146.62		Play equip spares
02/01/2021	Wightman & Parrish Ltd	012810	163.80		Bin bags
02/01/2021	Billingshurst CCC	012811	8,664.24		Reimb / new garage prof fees
02/01/2021	Roland Clark	012812	15.48		Litter Warden mileage
04/01/2021	Tennant UK Cleaning Sol.	DD	707.07		Sweeper service/repair
05/01/2021	Parkfield Retail Ltd	CARD	6.79		Ironmongery
05/01/2021	Netcom IT Solutions	DD	516.85		IT support
05/01/2021	Saxon Wield Homes Ltd	DD	69.25		Garage rental
11/01/2021	Cartridge People	CARD	64.01		Toner
14/01/2021	Restream	CARD	14.34		Mtg restream service
15/01/2021	Network One	DD	196.09		Phone charges etc
22/01/2021	AVS Fencing Supplies Ltd	CARD	2,553.59		Fence materials for M/F Allot
25/01/2021	Horsham DC	012794	447.90		Bin emptying
25/01/2021	SSALC Ltd	012795	180.00		Various Cllr training
25/01/2021	Billingshurst CCC	012796	838.61		Furlough refund + room hire
25/01/2021	SETAS	012797	166.50		Staff training
25/01/2021	R G Prior	012798	852.72		Prof serv: LSRRG+JF TT drains
25/01/2021	Healthmatic Ltd	012799	396.79		New loo roll holders etc
25/01/2021	Light Angels Ltd	012800	10,994.04		2020-21 Xmas Lights display
25/01/2021	The Helping Hand Company Ltd	012801	61.63		x2 long litter pickers
25/01/2021	A272 Design	012802	490.20		Feb Tweet advert
25/01/2021	Pyzer Cleaning Services	012803	496.40	Toilet cleaning	Pyzer Cleaning Services
25/01/2021	SSE	012804	86.14		Street lighting - energy
25/01/2021	CNG Energy Ltd	012805	10.28		83a Gas S/C
25/01/2021	WSCC	012806	19,843.14		Salaries - Dec
25/01/2021	EE & T Mobile	DD	11.53		Mobile phone charges
25/01/2021	Siemens Fin Serv	DD	220.80		Copier lease
27/01/2021	NALC	CARD	38.93		Training
29/01/2021	NatWest	BACS	16.80		Bank charges

Total Payments	48,562.94
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11/02/2021

**Billingshurst Parish Council Current Year**

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14:45

**Current Bank A/c****Cash Received between 01/01/2021 and 31/01/2021**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
26/01/2021	Billingshurst CCC		Dec payroll reimb.	4,800.98
28/01/2021	Billingshurst CCC		Payroll reimb Jan 2021	4,288.79
14/01/2021	Deacon Crickmay	BACS	JM Cleaning Nov+Dec 2020	1,845.61
29/01/2021	NatWest	BACS	Bank interest	2.65
05/01/2021	SSE		Wayleave / SRG / Streetlight	3.05
18/01/2021	SSE	102535	Gd rent Natts Lane s/s x 3 yrs	300.00
<b>Total Receipts</b>				<b>11,241.08</b>



Date: 11/02/2021

Billingshurst Parish Council Current Year

Page 1

Time: 14:41

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 1 - Current Bank A/c**

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2021	397	100.00
Business Reserve Account	31/01/2021	315	334,351.18
			<u>334,451.18</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
25/01/2021 012794 Horsham DC		447.90	
25/01/2021 012795 SSALC Ltd		180.00	
25/01/2021 012796 Billingshurst CCC		838.61	
25/01/2021 012797 SETAS		166.50	
25/01/2021 012798 R G Prior		852.72	
25/01/2021 012799 Healthmatic Ltd		396.79	
25/01/2021 012800 Light Angels Ltd		10,994.04	
25/01/2021 012801 The Helping Hand Company Ltd		61.63	
25/01/2021 012802 A272 Design		490.20	
25/01/2021 012803 Pyzer Cleaning Services		496.40	
25/01/2021 012804 SSE		86.14	
25/01/2021 012805 CNG Energy Ltd		10.28	
25/01/2021 012806 WSCC		19,843.14	
			<u>34,864.35</u>
			299,586.83
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
28/01/2021 102536		4,288.79	
			<u>4,288.79</u>
			303,875.62
		<b>Balance per Cash Book is :-</b>	<b>303,875.62</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 11/02/2021

Billingshurst Parish Council Current Year

Page 1

Time: 13:34

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 3 - Bonus Saver Account**

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31/01/2021	90	186,347.89
			<u>186,347.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/04/2020 BACS Current Bank A/c		100,000.00	
			<u>100,000.00</u>
			86,347.89
<u>Receipts not Banked/Cleared (Plus)</u>			
09/04/2020 BACS		100,000.00	
			<u>100,000.00</u>
			186,347.89
		<b>Balance per Cash Book is :-</b>	<b>186,347.89</b>
		<b>Difference is :-</b>	<b>0.00</b>



APPENDIX D

## APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BILLINGSHURST COMMUNITY	TRANSPORT
2.	Name, Address and Position of Contact in Organisation	GRAEME ACRAMAN MANAGER BILLINGSHURST CONF. AND COMMUNITY CENTRE BILLINGSHURST	
3.	Telephone Number of Contact	07955 - 189 779	
4.	Is the Organisation a Registered Charity?	Yes/No	
	If yes, Charity Number	1101884	
5.	Amount of grant requested	£ 2000.00	
6.	For what purpose or project is the grant requested?	TO PROVIDE A SERVICE TO RESIDENTS OF BILLINGSHURST WHO ARE FRAIL AND INFIRM THAT REQUIRE TRANSPORT TO DOCTORS/HOSPITALS/DENTISTS	
7.	What will be the total cost?	£ 40,000	
8.	When will the money be spent?	2021	
9.	Who will benefit from the project?	380 RESIDENTS OF BILLINGSHURST	
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	300 ARE BILLINGSHURST RESIDENTS	

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed

....

Date

20/1/2021

Name (In capitals) ✓ GRAEME ACRAMAN



APPENDIX E

### APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BILLINGSHURST COMMUNITY TRANSPORT
2.	Name, Address and Position of Contact in Organisation  07999 981547	GRAEME ACRAMAN MANAGER. BILLINGSHURST COMMUNITY CENTRE ROMAN WAY BILLINGSHURST, RH14 9QW
3.	Telephone Number of Contact	01403 787696
4.	Is the Organisation a Registered Charity?  If yes, Charity Number	Yes/ <del>No</del> 11 01 884
5.	Amount of grant requested	£ 500.00
6.	For what purpose or project is the grant requested?	DUE TO VACCINATIONS NOT BEING DELIVERED IN THE VILLAGE, WE TRANSPORT RESIDENTS TO STORRINGTON THE COST IS £14 AND WE WOULD LIKE TO REDUCE THIS TO £10.00
7.	What will be the total cost?	£ 2000.00
8.	When will the money be spent?	DURING THE COVID VACCINATION PERIOD
9.	Who will benefit from the project?	RESIDENTS OF BILLINGSHURST
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	ALL

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed .....

Date

28/Jun/2021

Name (In capitals) .....

G T ACRAMAN





### APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BilliGreen
2.	Name, Address and Position of Contact in Organisation	Mela Davidson – Co-founder  Billingshurst
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?  If yes, Charity Number	No
5.	Amount of grant requested	£303 incl VAT (we are also submitting a more cost effective option at £228 incl. VAT)
6.	For what purpose or project is the grant requested?	<p>We are requesting information signs for the proposed areas of land in the village which we have suggested are 'rewilded'. These areas will only be mown twice a year, allowing the recovery of wild flowers and grasses.</p> <p>This rewilding will be of benefit to local wildlife but we hope will also be attractive to residents to look at, improving the local environment.</p> <p>However we acknowledge that not all residents may understand why the grass has been left to grow. These signs will inform residents of the reason for leaving the grass long with illustrations of wildlife and suitable wording or slogan (possible egs 'wildlife zone' or 'nature recovery in progress' but still to be confirmed)</p> <p>We are requesting 25* round signs (with three different designs), double sided print cut from offcuts of foamex to reduce environmental impact.</p> <p>A more cost-effective option is single sided print.</p> <p>Our aim for the rewilding project is to improve the environment in Billingshurst. Our specific objectives are to</p> <ol style="list-style-type: none"> <li>1. Improve the biodiversity and environmental benefit of the rewilded pieces of land.</li> </ol>



		<p>2. Provide attractive looking areas of land for residents to enjoy adding to their wellbeing.</p> <p>3. Inform residents of the benefits of rewilding areas and taking care of the local environment.</p> <p>This application for a grant to fund the signs will specifically meet objective 3.</p> <p>*The 25 signs would be placed on Parish Council managed land, as well as selected WSCC verges (which are being 'adopted' by BilliGreen volunteers), rewilded areas around the HDC-managed Penfold Grange area, and the Chapel grounds. HDC, WSCC and the Chapel committee have given written permission for BilliGreen signage to be used on their rewilded areas. We believe the use of consistent signage throughout the village will create clarity and a distinctively 'Billingshurst' identity to our nature recovery network.</p>
7.	What will be the total cost?	£303 incl VAT (we are also submitting a more cost effective option at £228 incl. VAT) Design of the signs will be provided free by a local company. Labour to erect the signs will be provided free by volunteers.
8.	When will the money be spent?	March 2021
9.	Who will benefit from the project?	Residents of Billingshurst including those of all ages Visitors to Billingshurst.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	The majority – it is of general benefit to all parishioners

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed

Date

17/02/21

Name (In capitals) MELA DAVIDSON



BilliGreen  
Billingshurst

17<sup>th</sup> February 2021

Dear Billingshurst Parish Councillors,

**Application for a grant to fund signage for 'wildlife zones' in the village**

**Background:** BilliGreen is a new local environmental group. We have recently proposed to the Parish Council a 'rewilding scheme' on selected areas of Parish Council managed land alongside a similar scheme in Billingshurst on Horsham District Council managed land and in parallel with a scheme being run by West Sussex County Council in the village. The 'rewilding scheme' will involve a reduced mowing policy following a traditional meadow regime of twice-yearly only mowing. This will encourage wildflowers and grasses.

The scheme's objectives are to

1. Improve the biodiversity and environmental benefit of the rewilded pieces of land. This includes attracting pollinators which are vital to local agriculture and horticulture, attracting other wildlife including birds, reducing flood risks by creating more plant cover to absorb water, reducing pollution, and acting as a carbon sink.
2. Adding to the visual attraction of the land for residents to enjoy.
3. Inform residents of the benefits of rewilding and taking care of the local environment.

**Purpose of the signage:** This application for a grant to fund the signs will specifically meet objective 3 above. The purpose of the signage will be to educate and inspire, but also to manage expectations. Many people have an expectation of seeing closely-mown grass in public areas. Seeing areas left to grow long requires a mindset change and the purpose of the signage is to achieve this. The signs will be attractively designed with a phrase such as 'wildlife zone' on them and illustrated with wildlife images such as bees and butterflies. They will contain the logos of BilliGreen and the Community Partnership demonstrating that this is a local initiative.

**Signage cost details**

We are requesting funding just for the printing and materials for the signage. The cost of the design work will be provided free by a local design company. Labour to erect the signs will be provided free by BilliGreen volunteers. We have worked with the design company to secure printing on offcuts from other projects to reduce the environmental impact of having these signs printed on foamex (a plastic based board but durable and weatherproof).

As we are a new organisation, started in June 2020, we do not have certified accounts we can provide. We have recently joined the Billingshurst Community Partnership and will be using their bank account to administer any funds.

I hope you will consider our request and look forward to hearing from you.

Kind regards

Mela Davidson

## Summary

[illegible]







## WEST SUSSEX ALC LIMITED

2<sup>nd</sup> Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ  
Company No. 08500937 Registered in England

### Annual General Meeting of the West Sussex Association of Local Councils Limited.

**The AGM will be held on Thursday 25<sup>th</sup> February 2021.  
Commencing at 10:00am via Zoom**

### AGENDA

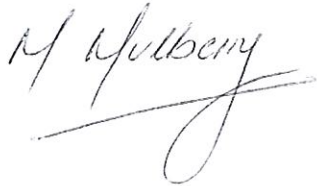
1. (a) **Election of President** - Michael Chater OBE will be proposed for re-election.  
(b) **Welcome by the President**
2. **Apologies**
3. **Minutes of the Annual General Meeting** held on 3<sup>rd</sup> October 2019 to be approved and signed.
4. **Report from the Chairman of West Sussex ALC Limited on the Annual Report for 2019/2020**
5. **To Adopt the Accounts for the Year Ended 31 March 2020**
6. **To note the current Directors appointed by the District Associations, namely:**

Tony Nicklen	Adur District Association
Lilian Richardson	Arun District Association
Michael Warden	Arun District Association
Mike Beal	Chichester District Association
David Ribbens	Chichester District Association
Philip Baxter	Horsham District Association
Terry Oliver	Horsham District Association
Tony Steer	Mid Sussex District Association
Rodney Jackson	Mid Sussex District Association
Mark Mulberry	Company Secretary
Roger Taylor	Honorary Solicitor
7. **Election of Vice Presidents** – Lord Lytton DL and Dr John Godfrey DL will be proposed for re-election.
8. **Election of Representatives to the National Association 2020/2021** will be proposed as follows:
  - (i) To elect a representative on the Council of NALC
  - (ii) Cllr T Oliver, Cllr M Beal & Cllr L Richardson as voting representatives at the Annual General Meeting of NALC.
9. **Any other matters** - Questions and items for discussion to be notified to Mark Mulberry, Company Secretary by the 4<sup>th</sup> February 2021. [mark@mulberryandco.co.uk](mailto:mark@mulberryandco.co.uk)
  - 9.1 **Special Resolutions** - to be voted upon in accordance with the articles of association para 5.1 and Companies Act 2006 Section 283.

The following resolutions will be voted on as special resolutions only: -

1. The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution not to purchase governance services from the Hampshire Association of Local Councils.

2. The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to work with the East Sussex Association of Local Councils to re-establish a Sussex Association and to receive joint governance arrangements through a single service.
3. The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to appoint a new Chairman and Vice Chairman of WSALC.

A handwritten signature in black ink, appearing to read 'M Mulberry', with a long horizontal flourish extending to the right.

**Mark Mulberry, WSALC Company Secretary**  
**3<sup>rd</sup> February 2021**



**Subject:** FW: URGENT - SAVE PC SERVICES - Letter from 3 Chairmen to all 138 WSALC Parish and Town Councils

**From:** Debbie Thomas <[debbie.thomas@bolney.com](mailto:debbie.thomas@bolney.com)>

**Sent:** 12 February 2021 13:30

**Cc:**  
**Subject:** URGENT - SAVE PC SERVICES - Letter from 3 Chairmen to all 138 WSALC Parish and Town Councils

Dear Clerk,

Please also forward this e-mail to your Parish Council Chairman upon receipt.

This is a note from an informal steering group of concerned West Sussex Town and Parish Clerks and Chairmen. We have held several informal virtual meetings, to one of which we invited the WSALC Chairman Terry Oliver and Vice Chairman Mike Beal. A record of that meeting is attached.

The situation in West Sussex as of 12<sup>th</sup> February 2021.

The current arrangement for Parish Councils to receive assistance from the Surrey and Sussex Association of Parish Councils (SSALC) team headed by Trevor Leggo will end on the 31st of March this year with SSALC's winding up.

The Board of the West Sussex Association of Local Councils has, by undertaking its own review with no openness and transparency over the last 6-8 months, looked to withdraw from the SSALC arrangement without having consulted Parish Councils in West Sussex. The WSALC Board has instead signed a contract with Hampshire Association of Local Councils (HALC) as an inevitable break up of SSALC has occurred due to the timing of the WSALC Review and the positions taken by both East Sussex and Surrey to protect the interests of their members. The rationale given is cost saving, but no attempt was first made to achieve cost savings through SSALC. The so-called value for money exercise undertaken for WSALC by Prof Copus recommended further work.

This new arrangement with HALC has been made without discussion or consultation with Parishes in West Sussex. Also, without any alternatives being offered, any supporting Business Plan, value for money comparisons or sight of the contract. The new arrangements are being presented to all 138 Parishes on 18<sup>th</sup> Feb, via Zoom, some weeks after the decision was made to move away from SSALC.

Response by West Sussex Town and Parish Councils

There are two ways the strategy of the WSALC Board can be changed. One is at the AGM on 25<sup>th</sup> February. The second is to hold District Association meetings to appoint new Board Directors to the WSALC Board. Both ways should be pursued concurrently. An EGM could also be called.

Firstly, please note that the AGM will be held on the 25<sup>th</sup> February 2021 at 10am and your designated two Members are able to attend and vote on all matters. Those attending need to register with the Company Clerk, Paul Richards, who has sent the attached final agenda out to all Councils, by **Friday 19<sup>th</sup> February**.

Please ensure that your two WSALC voting representatives attend the AGM to vote on the Special and Ordinary Resolutions proposed under agenda item 9. Your official representatives should have been appointed at your Annual Meeting last May. If either are unable to attend the meeting then you can send another councillor instead but to do this the Council must submit a proxy form to Mark Mulberry as the Company Secretary by 5pm on **Friday 19<sup>th</sup> February**. Please ensure you write the name of the councillor attending in their place in the section where it says 'Name of individual'. The correct proxy form is attached to this email if required.

We urge Parish Councils across West Sussex to attend the WSALC AGM to express their views and support the resolutions to reverse the WSALC decision.



The second way is for Parishes to call District Association meetings to review the representation on the WSALC Board from your District Association. Each Council is the 'member' and your designated representative(s) to the District Association can vote on its WSALC Board member appointments.

What support will be available for Parish Councils in future?

Our informal steering Group propose to seek changes to the WSALC Board through the AGM. Also, through asking District Associations to review their nominations to the WSALC Board with the aim of recovering as near to the existing quality service that was offered by SSALC reflecting both SSALC and WSALC value for money proposals tabled by both Boards. Notices of withdrawal from WSALC may be rescinded.

If changes to the WSALC Board are unsuccessful then we aim to establish a new Association for the large number of Parish Councils that have indicated they will withdraw their funding and support from WSALC. We aim to promote a more inclusive, democratic and transparent focus for Parish Councils in West Sussex and develop more collegiate working arrangements with West Sussex County Council, who are aware of the developments with SSALC and WSALC and District Councils. Also with East Sussex Association of Local Councils.

Yours sincerely

Tony Steer, Chairman Bolney PC, Chairman MSALC and WSALC Board Member

Martin Beaton, Chairman Aldingbourne PC

Douglas Denham St Pinnock, Chairman West Hoathly PC

**Subject:**

FW: F&amp;GP item

One thing the COVID situation has taught us, is that emergencies and crises can occur quickly and when they do occur, they can change on a daily basis. Sometimes, urgent situations may arise which cannot wait for a meeting to be held. Equally, situations may arise over a weekend or holiday period where staff are not available to deal with things or offer advice and information.

Ideally, I would have liked the committee to have been able to allocate some money from general reserves for an "Emergency and Crisis Fund", this money could have been called upon by the Chairman or Clerk to assist local residents in an emergency or crisis where time would not have permitted for a meeting to be called and a decision to have been made following normal procedures. However, the Clerk feels that the Council would not have the power to delegate such spending to the Chair or Clerk and has suggested that an alternative might just be to increase the Chairman's Allowance instead. This will actually be more straight-forward and would not as far as I can see mean that any additions to the council's financial regulations would be needed.

In January, local residents started receiving COVID vaccines at Storrington. Billingshurst Community Transport liaised with the COVID support group to see if there were any funds available to subsidise trips for those unable to pay the full normal fee. Various sources of funding were looked into but as Chairman of the Parish Council, I would have liked to have been in the position to have been able to contribute, say £500, to get the project started quickly to help assist local residents to obtain the vaccine, who otherwise may have struggled to attend appointments. I felt that the Parish Council should be helping but could not react quickly enough to make any meaningful contribution. Funds were found in the end and this subject appears as a separate item on the agenda, however I use it as an example of where, in a crisis or emergency, it might be beneficial if the council could assist quickly if needed.

I would like the F&GP committee to consider the following proposal please.

**"I propose that Chairman's Allowance is increased to £1,000 (from 1<sup>st</sup> April 2021) so addition funds are available to the Chair to assist parishioners should an emergency or crisis arise"**

It would be my expectation that, as now, the full amount of Chairman's Allowance would not be used in most years.

Best wishes,

Paul



- than the elected members;  
 (d) *annual*: the allowance is an annual allowance and is not, therefore, related to a specific expense;  
 (e) *entitlement*: a member may elect to forego his entitlement to all or some of his allowances.

<sup>1</sup> Local Authorities (Members' Allowances) (England) Regulations 2003, SI 2003/1021, reg 25(40) (added by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004, SI 2004/2596, reg 4).

## Taxation

16.27 The parish basic allowance is treated as income from an office (ie the office of councillor) under the Income Tax Acts. In principle, therefore, it is taxable under the PAYE system (see 9.31 above). It would be wise for the council to consult HMRC before resolving to pay parish basic allowances to establish their exact requirements.

## Travel and subsistence allowances

16.28 Travel (including travel by bicycle, on horseback or other non-motorised form of transport) and subsistence allowances may be paid for 'approved duties' namely, a meeting:

- (a) of the council or any of its committees or subcommittees; or
- (b) of some other body to which the council make appointments or nominations; or
- (c) of a committee or subcommittee of such a body; or
- (d) of a local authority association of which the authority is a member; and
- (e) at which, in accordance with standing orders, a member or members are required to be present while tender documents are opened.

These allowances may also be paid for:

- (f) duties undertaken on behalf of the council in connection with the discharge of any statutory function empowering or requiring the council to inspect or authorise the inspection of premises; and
- (g) carrying out any other duty approved by the council or any duty of a class so approved, for the purpose of, or in connection with, the discharge of its functions or of any of its committees or subcommittees.

Allowances may be paid for travel and subsistence costs incurred both within and outside the parish.

The parish remuneration panel of the district (TP) council may make recommendations about levels of travel and subsistence allowance. A parish council

ment of remuneration are not taxable. Round sum allowances may contain an element of remuneration and that element is, or may be, taxable. As a general rule, therefore, a local council should try to avoid paying round sum allowances.

## CHAIRMAN'S ALLOWANCE

16.30 Instead of paying him a parish basic allowance, a local council may pay the chairman such allowance as it thinks reasonable to enable him to meet the expenses of his office<sup>1</sup>. This does not apply to the vice-chairman.

This allowance should be distinguished from the other allowances payable to councillors (including the chairman). These protect them against personal problems which might arise, and which might make activity in their office difficult. The chairman's allowance is designed to defray the expense of the chairmanship itself, in the same way as other sums are allocated to maintain buildings or provide a playing field.

In considering whether this allowance should be paid and, if so, the amount, the council may wish to consider what, besides taking the chair, the chairman as such should reasonably be expected to do in the future, not necessarily what, in the absence of an allowance, he has done in the past. His duties may generally be considered in two parts: first, the duties outside the council chamber but arising from the ordinary business of the council, and second, activities expected of him by the public.

The duties arising from ordinary business usually amount to regular communication with the clerk and committee chairmen by meeting, fax or telephone. The cost of this often mounts up, but it can be estimated.

The demands of the public arise because the chairman is a local figure. He may be expected to attend ceremonies (to which he must travel) and occasionally to entertain in the name of the council or of the locality. This is really a form of public relations and should be considered in that light. In a small village it may be that any special public relations exercise is seldom necessary; in a larger one it may well be important. One reason why local councils in the past have not received their proper recognition may be that they have not had the means to attract it.

The amount should be fixed by the council in advance on a rational basis. It may reasonably consider what the chairman may have to do, leaving the choice of what he actually does to him. It may also wish to take into account that the 'free resource' will enable a council to spend money lawfully in circumstances for which other authorities in the past could only have used the chairman's allowance. One such case is the provision of refreshments at the annual electors' meeting.



10.3.1 As long as the chairman's allowance is a reasonable reimbursement of the expenses of an unpaid office, and contains no element of remuneration for the holder, HMRC treat it as not chargeable for tax, but they ask councils how much is paid; and, where it is thought that there might be an element of remuneration, they might ask chairmen for details of the uses to which the allowances are put.

If the total of allowances and expenses paid to the chairman (or any councillor) exceeds £8,500 a year, they must be reported to HM Revenue and Customs unless a dispensation has been obtained<sup>1</sup>.

<sup>1</sup> See generally the Income Tax (Earnings and Pensions) Act 2003.

## P MEMBERS' ALLOWANCES IN WALES

16.32 Since 1 April 2012 the Independent Remuneration Panel for Wales prescribes the maxima for payments to councillors and may set percentage rates and indices for adjustments in successive financial years<sup>1</sup>. The details are published in the annual reports of the Panel and can be viewed on the Panel's website. All the maxima and rates of payment are set out in the Panel's annual report.

<sup>1</sup> Local Government (Wales) Measure 2011, s 142.

## Costs and expenses allowance

16.33 Councils are authorised by the Panel to pay a maximum amount (currently £100 per year) to compensate councillors for expenses and costs of carrying out their duties.

In larger community and town councils the council is authorised to pay up to three senior salaries for members with specific roles, such as chairman of the council or of a committee. The maximum amount is currently £500 per year. A civic allowance may be provided for town mayor or chairman of a council. There is no fixed limit; the council should determine an appropriate amount.

## Reimbursement of mileage

16.34 Payments for travel costs may be made for attending approved duties both within and without the council's area. The amounts are the actual cost of travel by public transport or the HMRC mileage allowances. The current rates are set out in the Panel's annual report.

## Care allowance

16.36 Councils may reimburse the necessary costs incurred by councillors for the care of dependent children and adults (provided by informal and formal carers) up to a maximum (currently £403 per month).

## Taxation

16.37 The cost and expenses allowances are emoluments and therefore taxable: recipients must declare them to HMRC as part of their income, but may set off against them any expenses wholly and necessarily incurred (and not otherwise reimbursed) in the performance of the duties for which the allowance is paid. Travelling and subsistence allowances are reimbursements of sums spent and are therefore not taxable as income.

## Publicity requirements

16.38 All payments made to individual councillors must be published and provided to the Panel no later than 30th September following the end of the year to which the payments relate.

## Q ALLOWANCES TO OFFICERS

16.39 Expenses properly incurred by an officer as such may and indeed must at common law be defrayed by the council because they have been incurred on the council's behalf. In paying these expenses the council is not obliged by law to have regard to the amounts prescribed for councillors, but if, in equivalent circumstances, these amounts are not exceeded it would be difficult to criticise the council for extravagance.

## R NATIONAL INSURANCE

16.40 See 9.32 above.

## S FREEMEN'S ADDRESSES

16.41 Where a local council has admitted somebody to the honorary freedom of the locality it may spend a reasonable sum for the purpose of presenting him with an address or a casket containing one<sup>1</sup>.

<sup>1</sup> Local Government Act 1972, s 249(6).