



# **Town and Parish Council's Quadrennial Review**

**East Kent Joint Parish Independent Remuneration  
Panel**

**October 2009**

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# **Section One**

## **Foreword by the Chairman**

*An introduction by the Chairman, Mr Donald Soppitt, 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). The present panel has examined the district/city councillor schemes arising from the recommendations of previously appointed panels and also the admittedly rather sketchy schemes which were applied to the remuneration of parish councillors<sup>1</sup> before the current review period.

The legal framework governing such remuneration excludes parish councillors who are appointed other than by election at the polls. Thus, elected parish councillors including those who are returned unopposed are eligible for remuneration. Co-opted and appointed parish councillors are not. However, travel and subsistence allowances are payable to all parish councillors. It is not clear to panel members whether or not this apparent anomaly is deliberate and this point may need to be addressed elsewhere.

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 EKJIRP has taken the view that the principal parameter governing the deliberations of parish councils is the size of the local electorate and three remuneration bands have been proposed (see paragraph 2.9). It should be noted that city/district councils do not necessarily pay the rates of allowance **recommended** by the panel. 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 EKJIRP.

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<sup>1</sup> The term 'parish councillor' refers to both town and parish councillors.

The presently constituted panel was appointed by interview in the early summer of 2008 by the officers of the Dover, Shepway and Thanet District Councils (2 members by each body) and later accepted as representative of the Canterbury City Council without the appointment of more members. The composition of the panel is recorded in paragraphs 3.4 to 3.8 below.

The methodology of the deliberations of the EKJIRP is described in paragraphs 3.10 to 3.16 below and a summary of recommendations is given in Section 2 for easy reference.

Although the level of response by councils to the questionnaire sent to parishes was disappointing, and the number attending interview small, sufficient data was provided upon which to draw conclusions which readers should find to be useful. Nevertheless, a higher level of participation might have yielded significant information and enabled more sensitive judgement.

The EKJIRP is aware of the global financial 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 EKJIRP has endeavoured to take evidence from the employment environment as a whole and in the South East region and Kent in particular as well as listening to councillors' views. It believes that what follows gives a reasonable summary of the value of an individual member's work in the terms set out herein (for example, allowing for a 90% voluntary contribution to the duties for which the Parish Basic Allowance is awarded).

The 'piecemeal' approach to the current round of deliberations is recognised by the panel, which has resolved to deliver a 'compendium' report to all four district/city councils later in this municipal year, to set out the panel's view of the way ahead. This report to parish councils is 'a step along that road'.

Nevertheless, that the EKJIRP was able to deliver five separate reports within eighteen months of first sitting has been due in no small way to the excellent work done by the Panel Secretariat, led by Democratic Support Officer Rebecca Brough of Dover District Council.

I commend this report to the officers and members of the town and parish councils of East Kent.

Donald Soppitt  
**Chairman**

## **Section Two**

# **Summary of Recommendations**

*The summary of the recommendations of the East Kent Joint  
Parish Independent Remuneration Panel for the municipal  
years 2009/10 to 2012/13*

## **Summary of Recommendations**

### **Commencement and Period of Scheme**

- 2.1 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).
- 2.2 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.
- 2.3 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.
- 2.4 All recommendations are intended to be retrospectively effective from the start of the municipal year 2009/10.

### **Definitions**

- 2.5 For the purposes of these recommendations, the term 'parish council' is used for both town councils and parish councils.
- 2.6 The term elected member/elected parish councillor applies to any parish councillor elected to office through a contested or uncontested election.
- 2.7 The term co-opted member/co-opted parish councillor applies to any parish councillor who is selected by the parish council to fill a vacancy in its membership where no election has been called within the allotted period after the publication of the notice of vacancy.
- 2.8 An appointed member/appointed parish councillor is a councillor appointed to a parish council by the district council for the purposes of ensuring the body is quorate until such time as a new election can be held to fill the vacancy.

## **Parish Basic Allowance**

2.9 The Panel recommends as follows in respect of the Parish Basic Allowance for elected parish councillors:

*Table 1: Recommended Parish Basic Allowance*

	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>
	<b>Parish Electorate 20,000 plus</b>	<b>Parish Electorate 10,000 to 19,999</b>	<b>Parish Electorate 1 to 9,999</b>
<b>Parish Basic Allowance</b>	<b>£560.00</b>	<b>£280.00</b>	<b>£140.00</b>

## **Parish Chairman's Basic Allowance**

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

*Table 2: Recommended Parish Chairman's Basic Allowance*

	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>
	<b>Parish Electorate 20,000 plus</b>	<b>Parish Electorate 10,000 to 19,999</b>	<b>Parish Electorate 1 to 9,999</b>
<b>Parish Chairman's Basic Allowance</b>	<b>£1,120.00</b>	<b>£560.00</b>	<b>£280.00</b>

## **Travel and Subsistence Allowances**

2.11 The Panel recommends that for approved duties (within the scope of the regulations) that take place outside the parish boundary, the HM Revenue and Customs Approved Mileage Allowance Payments should be adopted.

2.12 The Panel recommends that no travel allowance be paid for travel and subsistence within the confines of the parish boundary.

2.13 The Panel recommends that parish councils give consideration as to time limits within which claims may be submitted under the travel and subsistence allowance scheme.

### **Appointment, Suspension and Resignation**

2.14 Where the term of office of a member begins or ends otherwise than at the beginning or end of a year, the payment of the relevant allowance shall be apportioned. The payment shall be proportionate to the number of days during which his/her term of office bears to the number of days in that year.

2.15 No allowances will be paid to any member who is suspended from his/her responsibilities or duties. Any allowance paid shall be repaid in full to the Council from the date of the suspension, with the exception of any payment in arrear in respect of entitlement prior to the time of suspension.

2.16 Where a member resigns before the end of his term of office, he/she will be required to repay the overpayment of allowance to the Council in full effect from the date of his/her resignation.

### **Publicity**

2.17 In accordance with Regulation 30 of the Local Authorities (Members' Allowances) (England) Regulations 2003, the parish council shall as soon as reasonably practicable after receipt of the Parish Independent Remuneration Panel's report, arrange for publication of a notice in a conspicuous place or places in the area of the parish council for a period of at least 14 days. The notice should state:

- That the parish has received recommendations from a parish remuneration panel in respect of allowances;
- Describe the main features of the panel's recommendations and specify the recommended amounts of each allowance mentioned in the report in respect of the parish council; and

- That a copy of the panel's report is available for inspection on reasonable notice and gives details of the manner in which notice should be given of an intention to inspect the report.

### **Renunciation of Allowances**

2.18 If a parish council adopts a remuneration scheme for its members, any member may on giving written notice to the Clerk of the Council, elect to forgo his or her entitlement or any part of his or her entitlement to allowances under this scheme.

### **Tax and National Insurance Implications**

2.19 When paying allowances its members, the parish council is subject to all laws governing the payment of income tax and national insurance contributions.

### **Index Linking**

2.20 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.

2.21 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 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 2009/10 to 2012/13*

# Quadrennial Review 2009

## **Introduction**

- 3.1 The third tier of local government is that of the (town or) parish council and there are approximately 8,900 such bodies in England with in excess of 70,000 councillors. The smallest electorate ranges from 50 voters to the largest, Weston-super-Mare, with in excess of 40,000 voters. The majority of parish councils have an electorate of less than 12,000 voters with an estimated 80% having an electorate of less than 2,500 voters.
- 3.2 In East Kent, defined for the purposes of this review as the administrative area covered by Canterbury City Council, Dover District Council, Shepway District Council and Thanet District Council, there are ninety-four parish councils. The majority of these (74%) have an electorate smaller than 2,500 voters, although the largest two town councils (Folkestone and Ramsgate) are sizable by parish council standards.
- 3.3 For the purposes of this review document, the term 'parish council' will be used generically to refer to town and parish councils.

## **East Kent Joint Independent Remuneration Panel**

- 3.4 The East Kent Joint Independent Remuneration Panel was formed on 1 May 2008 by Dover District Council, Shepway District Council and Thanet District Council and replaced the pre-existing Independent Remuneration Panels in each authority. Canterbury City Council has since joined the partner authorities as a member.
- 3.5 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.

- 3.6 The membership of the East Kent Joint Independent Remuneration Panel consists of two independent members appointed by each of the original three authorities. When Canterbury City Council joined the partners, the decision was made to appoint the existing six members to act on its behalf rather than appoint an additional two members.
- 3.7 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.
- 3.8 The Panel consists of the following members:

**Mr Donald Soppitt (Chairman)**

*Mr Donald Soppitt is a former senior officer in the Royal Navy and Director of Operations of the Dover Harbour Board and is Past President and Emeritus Director of the International Marine Transit Association (Interferry). He is involved currently with a number of local voluntary organisations and has been a school governor since the early 1980s. He has been elected Chairman of the present Panel for its first two years and has served previously on the Dover-Thanet Joint Independent Remuneration Panel.*

**Mr Malcolm Barry**

*Mr Malcolm Barry, who has retired as a senior manager in universities and is currently, involved with voluntary and community organisations in the Dover District. He is, inter alia, Director of the Learning From Experience Trust, Birkbeck, University of London.*

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**Mr Kenneth London**

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

**Mrs Ann Longden**

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

**Mr Frank McGurran**

*Mr Frank McGurran, who is a former Head of Employee Relations at P&O Ferries and previously an Independent Member of Shepway District Council Standards Committee.*

**Mrs Kerry Sabin-Dawson**

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

**Quadrennial Reviews**

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

**Methodology of Review**

- 3.10 The Independent Remuneration Panel initiated the Quadrennial Review of Town and Parish Councils at its meeting held on 4 December 2008. A questionnaire was circulated to all town and parish councils following the meeting as part of the consultation process in reviewing the allowance scheme. In order to give the widest possible opportunity for responses, the Panel ran a consultation period of three months.

- 3.11 A summary of the questionnaire responses received from the town and parish councils can be found at Appendix A of this report. The response rate of 51% was a better than expected level and the Panel would like to thank those authorities that took the time to submit a response. When broken down by district, the level of response varied from 30% to 68%. In considering the response rate it should be noted that several of the larger population areas in the four districts are not parished, such as Margate, which has Charter Trustees instead.

- 3.12 The Panel then conducted a series of interviews with representatives of town and parish councils in August 2009 who had requested to meet with it. As part of this, the Panel met with the following:

- Dover Town Council (Councillor Sue Jones)
- Folkestone Town Council (Mr Lawrence Avery – Clerk)

- Wingham Parish Council (Councillor Bryan Curtis)
- New Romney Town Council (Councillor Roger Joynes)
- Broadstairs & St Peters Town Council (Councillor Crispin Crotty)
- Whitfield Parish Council (Councillor Peter Capper & Councillor Keith Gowland)

3.13 The Panel also collected evidence of remuneration schemes from other authorities and organisations in England for comparative purposes. These included the parish remuneration reports produced by the following Parish Independent Remuneration Panels:

- Stroud District Council (2005)
- Joint IRP for Christchurch Borough Council, East Dorset District Council and Purbeck District Council (2007)
- North Kesteven District Council (2007)
- Rochford District Council (2008)
- Arun District Council (2003)
- Amber Valley Borough Council (2006)
- Cherwell District Council (2008)
- South Lakeland District Council (2004)
- West Oxfordshire District Council (2005)
- Epping Forest District Council (2003)

3.14 In addition, where appropriate the Panel also requested the support officer obtain copies of evidence that would assist it in forming its recommendations.

3.15 In formulating its recommendations has given regard to the following information:

- Local Authorities (Members' Allowances) (England) Regulations 2003;
- Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004;
- Guidance from the Councillors Commission;
- Guidance from the Department for Communities and Local Government; and
- Guidance from the Office of the Deputy Prime Minister (EIM65920, EIM65960, EIM65970 and NIM05640 onwards).

3.16 Finally, the Panel met on Wednesday 2 September 2009 to review the submissions (oral and written) and evidence received during the consultation period and used this as the basis upon which to form its recommendations.

### **Principles for Member Remuneration Schemes**

3.17 The Councillors Commission recommends that member remuneration schemes should consider the following principles:

- *The Parish Basic Allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local Councillors.*
- *Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage.*
- *That Councillors should be compensated for their work and the compensation should have regard to the full range of commitment and complexity of their roles.*
- *The system should be transparent, simple to operate and understand.*
- *The system should not encourage the proliferation of meetings or provoke councillors into spending more time on Council business than is necessary.*

### **Terms of Reference**

3.18 The Panel is required 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.*
- 3.19 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.
- 3.20 In considering its terms of reference the Panel has also been careful to examine examples of best practice in other allowance schemes and look for areas of commonality that could potentially be applied across parish councils throughout East Kent.
- 3.21 At the request of some of the parishes surveyed the Panel has broken down its recommendations by district council area where appropriate.

### **Regulatory Context**

- 3.22 It is useful to note those types and applications of allowances that are not permitted under the Regulations prior to stating the recommendations of the Independent Remuneration Panel.
- *It is not permitted to pay an attendance allowance to councillors.*
  - *It is not permitted to pay different Parish Basic Allowance levels to elected councillors (other than the Chairman of the Council) or withhold the Basic Allowance from an elected member, except where a councillor has been suspended for misconduct.*
  - *It is not permitted to pay Special Responsibility Allowances (for example to committee chairmen, political group leaders, etc.).*
  - *The parish basic allowance and chairman's parish basic allowance can only be paid to a member of a parish council who is elected.*

- 3.23 In respect of the last point, the Panel would draw attention to the explanatory note provided to the 2004 Regulations, which states:

*"Under the provisions of the Local Government Act 1972 parish council members may be directly elected or they may be appointed or co-opted onto the council...references to "member" in that regulation (those that relate to the payment of parish basic allowances) are to be construed as references to elected members only."*

- 3.24 The definition of elected member for the purposes of the regulations covers any member elected (contested or uncontested) as a parish councillor. It not does include those members who were co-opted by the parish council or appointed by the district council as a parish councillor.

- 3.25 The Panel awaits the outcome of any future regulations made under Section 16A of the Local Government Act 1972, which was created by Section 72(4) of the Local Government and Public Involvement in Health Act 2007. Section 16A could potentially affect the entitlement of non-elected members to the parish basic allowance. In the event that such regulations are issued, the Panel will make recommendations accordingly.

### **Civic Dignitaries Allowance**

- 3.26 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.

- 3.27 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.

## **Parish Basic Allowance**

3.28 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>2</sup>

3.29 In considering whether to set a Parish Basic Allowance (PBA), the committee gave consideration to the time commitment in being a parish councillor, whether a voluntary component should be applied, benchmarking data and how this equated to the district council level of Basic Allowance for each district.

3.30 The Panel recognises that the current members allowance framework has limitations that prevent it from making some recommendations that it might otherwise be open to giving consideration. As part of the evidence gathering process, concerns were raised by councillors that a uniform PBA was unrelated to the commitment an individual councillor puts into their ward work and the Panel has some sympathy for this view although it recognises that a significant element of performance assessment for elected members is undertaken by the electorate at the ballot box.

### **(a) Time Commitment**

3.31 The questionnaire sent to parish councils asked members to estimate the number of hours per week spent on preparing for meetings, dealing with constituents queries and serving on outside bodies. In total 35 out of the 49 respondents answered this question in the survey.

3.32 The average time per week spent by parish councillors preparing for meetings was 3 hours from a range of ½ hour to 10 hours. When looking at the range of responses, there was no clear pattern relating the size of the electorate for the parish or the number of councillors serving on the parish council to the number of hours needed to prepare for meetings.

3.33 The average time per week spent by parish councillors in dealing with constituents queries was 2 hours from a range of 0 hours to 10 hours. When looking at the range of responses there does seem to be a general correlation between the size of the

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<sup>2</sup> ODPM Guidance EIM65960 – Local Government Councillors and Civic Dignitaries in England, Part One: Members' Allowances

parishes' electorate per councillor and the number of hours involved in dealing with constituent's queries.

- 3.34 The average time per week spent by parish councillors serving on outside bodies was 2 hours from a range of 0 hours to 20 hours. There was no correlation between the size of the electorate of a parish and the time spent on outside bodies, although the town councils (regardless of size) had a greater involvement with outside bodies.
- 3.35 Where data varies (for example in number of responses per district) the Panel would usually resort to a weighted average calculation. However, as the questionnaire responses were very sparse in coverage the Panel felt that it was not justified in using derived means.<sup>3</sup> However, the Panel has opted to use the summary in table 1 below as a guide for calculating the time commitment for parish councillors.

**Table 3: Summary of Mean Average Responses from East Kent Parish Councillors.**

Principal Authority Area	Per Week <sup>4</sup>	Per Month	Per Year
Parishes in Canterbury City Council	5 hours	2 days	28 days
Parishes in Dover District Council	6 hours	3 days	35 days
Parishes in Shepway District Council (Excluding Folkestone Town Council)	7 hours	3 days	40 days
Parishes in Thanet District Council (Excluding Ramsgate Town Council)	7 hours	3 days	40 days

- 3.36 The decision to exclude figures for Ramsgate and Folkestone Town Councils from the above was taken in light of size difference between those particular parish councils and the other parish councils in that authority area.
- 3.37 Overall, the average parish councillor in East Kent spends no more than 7 hours per week on parish council duties. It is the view of the Panel therefore that for the ordinary parish councillor the time commitment involved makes this equivalent to a part time job rather than a full time one.

<sup>3</sup> The 'weight' of unexpressed responses must be taken as too great to allow the drawing of a formal conclusion from the data the Panel has received.

<sup>4</sup> Rounded to nearest hour.

3.38 The Panel has chosen on the basis of the responses received to apply a figure of 40 days per year as the normal time commitment for parish councillors.

**(b) Parish Basic Allowance as a Percentage of the District Basic Allowance**

3.39 The Panel is required to state any figure it provides for the Parish Basic Allowance as a percentage of the District Basic Allowance. As a result a question was included in the survey asking for parish councils to suggest a percentage in multiples of ten percent. The overwhelming majority of responses received 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.

**Table 4: Summary of Average Responses from East Kent District Councillors.**

Authority	Per Week <sup>5</sup>	Per Month	Per Year
Canterbury City Council	18 hours	9 days	108 days
Dover District Council	12 hours	6 days	72 days
Shepway District Council	17 hours	8.5 days	102 days
Thanet District Council	22 hours	11 days	132 days

**(c) The Voluntary Component Principle of the Parish Basic Allowance**

3.40 In reviewing the parish remuneration scheme, the Panel had to give consideration to 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 as a consequence, the allowance scheme should not recompense an elected Member for 100% of his or her time.

3.41 This principle was recognised by the then Office of the Deputy Prime Minister in its original guidance on Members Allowances for England, which stated, "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."

3.42 It is the view of the Panel that by requiring a voluntary component in the Parish Basic Allowance it maintains the principle that public service is an overt part of being a

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<sup>5</sup> Figures rounded to nearest hour.

parish councillor and goes some way to prevent the situation of people standing as parish councillors for purely monetary reasons. This view was supported in the interview sessions where the parish councillors that the Panel met imparted a strong sense of civic duty in their evidence.

3.43 The counter argument to the voluntary component principle is that Member Allowances should not act as a barrier to access to members of the public who wished to stand for office but could not afford to give their time unrecompensed.

3.44 In developing an allowance scheme it is therefore vital to consider whether any public service component is applied in such a fashion that it does not by its application exclude the opportunity for all members of the community to stand for office.

***"The parish council has never had a case of someone refusing to stand for the council because they could not afford it financially... councillors have had to give more and more time to the work... resulting in councillors resigning but never has a councillor suggested that paying him/her would induce them to stay." – Questionnaire response***

**(d) Banding the Parish Basic Allowance**

3.45 The Panel has in the course of its deliberations considered whether solely applying a percentage of the District Basic Allowance was in itself an appropriate determinant of the Parish Basic Allowance.

3.46 On the basis of the evidence received through both the survey of parish councils and the interview sessions, the Panel has formed the view that there is sufficient diversity between parish councils to justify adding a variable element to the Parish Basic Allowance. The Panel considered such elements as the number of elected representatives, the amount of precept levied (both in total and per capita), 'quality' parish status and the size of the electorate as potential benchmarking measures.

**Option A – Banding by Number of Councillors**

3.47 The number of elected representatives was rejected, as there was no consistent correlation between the size of the electorate of a parish and the number of councillors or the number of councillors and the average weekly hours required of a parish councillor.

**Option B – Banding by Precept (Total or Per Capita)**

- 3.48 The use of the precept as a benchmarking measure in its own right was rejected, as it took no account of the actual workload of the councillors. The precept could however be used as a benchmark to the activity of the parish council.
- 3.49 In addition, the testimony received from Whitfield Parish Council (which had reduced its precept) gave no evidence to support any reduction in the workload of parish councillors during the same period.

**Option C – Quality Status Supplement**

- 3.50 The Panel gave consideration to the prerequisites necessary for a parish council to achieve 'quality' status and the potential impact such status would have on councillors. Although it was felt that there was insufficient evidence at this time to justify any recommendation to vary the parish basic allowance due to quality status, the Panel is inclined towards reconsidering this matter again in the future.

**Option D – Banding by Electorate Size**

- 3.51 The evidence gathered by the Panel seemed to indicate 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.<sup>6</sup> The choice of electorate over population was used as accurate electorate figures are produced annually as opposed to the decennial censuses.
- 3.52 This choice of electorate as a banding figure was supported by the diversity between the smallest and the largest parish council across the four districts:

<i>Postling Parish Council</i>	<i>Folkestone Town Council</i>
<i>Electorate: 172</i>	<i>Electorate: 29,196</i>
<i>Precept: £1,200.00</i>	<i>Precept: £496,510.00</i>
<i>Councillors: 7</i>	<i>Councillors: 18</i>

- 3.53 Appendix A of this report sets out in detail the above details for each of the ninety-four parish councils in the East Kent area.

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<sup>6</sup> As Ramsgate Town Council was only recently established the Panel has had to make assumptions as to its future activity and precept levels based on evidence from similar sized parishes.

3.54 The Panel however recognised that the application of the banding would be important in determining an appropriate level of remuneration that took into account commonality among a diverse ninety-four parishes. A number of banding options from a three-band range to a more complex seven-band range were considered.

3.55 In keeping with its general principle of making allowance schemes easy to administer, the Panel opted for a three-band system as follows:

- Band C                      Electorate of 1 to 9,999
- Band B                      Electorate of 10,000 to 19,999
- Band A                      Electorate of 20,000 and above

***"Banding would fairly represent the additional work required by larger authorities."*** – Questionnaire response

**(e) Benchmarking**

3.56 In contrast to the situation for district councillors, the majority of parish councillors do not receive a Parish Basic Allowance, which makes meaningful benchmarking difficult to undertake.

3.57 In Wales where the Welsh Assembly approved a national scheme of allowances for community (parish) councils, the system is based around an attendance allowance and a financial loss allowance. The attendance allowance introduced in 2003 of £32.46 (only one allowance payment per 24 hours) was index linked to the Average Male Non-Manual Median Wage for Wales (as published by the Office of National Statistics). The 2003 financial loss allowance of £30.05 for a period not exceeding four hours was also index linked to the Average Male Non-Manual Median Wage for Wales.

3.58 The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 governing allowances for community councils in Wales do not permit the payment of an attendance allowance in situations where a Member would be entitled to a financial loss allowance, making the allowances mutually exclusive.

3.59 As the Panel's recommended levels of Basic Allowance for the four district councils have not been universally applied, the following is a list of the current levels of Basic Allowance and the recommended levels:

*Table 5: District Council Basic Allowance 2009/10*

<b>Authority</b>	<b>IRP Recommended Basic Allowance</b>	<b>Actual Basic Allowance</b>
Canterbury City Council	£4,710.00	£4,710.00
Dover District Council	£4,656.00	£4,223.00
Shepway District Council	£3,684.00	£3,867.00
Thanet District Council	£4,656.00	£4,360.00

3.60 The Panel is obliged to make recommendations as a percentage of the actual Basic Allowance and the recommended levels in this report reflect this.

**(f) The Recommended Parish Basic Allowance**

3.61 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 costs, postage and stationary there should be no opportunity for financial gain in the level of Parish Basic Allowance recommended.

3.62 It is the view of the Panel that the calculation for the Parish Basic Allowance should be based on a voluntary component percentage, a time component and a daily rate.

$$\text{(Days per year - Voluntary component Percentage)} \times \text{(Daily rate)}$$

***Days Per Year***

3.63 The Panel, as mentioned earlier in the report, selected a notional figure of 40 days per year for parish councillors' workload based upon the evidence provided to it by parish councils.

***Voluntary Component***

- 3.64 It is the view of the Panel that the overwhelming percentage of a councillor's time be given voluntarily and therefore not remunerated. The Panel opted for a 90% voluntary component in determining the final Basic Allowance based on benchmarking data from other authorities and its own feelings for a realistic voluntary element based on questionnaire responses and interview sessions.

***Daily Rate***

- 3.65 The Panel looked at different options for a daily rate to use in calculating the Parish Basic Allowance. The first option considered by the Panel was the Local Government Associations (LGA) indicative day rate. This is based on the median value of the Annual Survey of Hours and Earnings, which at the latest date of publication (6 May 2009) proposes a rate of £149.34 per day. When applied to the formula outlined earlier in paragraph 3.63 this would result in:

$$(40 \text{ days} - 0.9 \times 40 \text{ days}) \times \text{£}149.34 = \text{£}597.36$$

- 3.66 As an alternative to this, the Panel considered a daily rate more based on the Basic Allowance used to the East Kent District Councils. Applying the figures for actual Basic Allowance in table 3 of this report, the average Basic Allowance for East Kent District Councils is £4,290.00. When converted to a daily rate based on the average District Councillors time commitment, this equates to a daily rate of £69.19 (rounded to £70.00 for ease of calculation).

- 3.67 The calculation in paragraph 3.63 was applied to determine a Parish Basic Allowance as follows:

$$(40 \text{ days} - 0.9 \times 40 \text{ days}) \times \text{£}70.00 = \text{£}280.00$$

### ***Banding***

3.68 The Panel looked at the deliberations of other independent remuneration panels around the country and of the East Kent panel as previously constituted. These guided it to the view that a split of three bands gave sufficient differentiation in remunerating parish councils of different sizes whilst still keeping the system easy to administer. The Panel chose to band by electorate sizes for the reasons stated earlier in this report.

3.69 It was the view of the Panel that the figure of £280.00 calculated earlier in the report for the Parish Basic Allowance figure should be used as the mid-point Band B allowance. Again, in order to keep the allowance scheme as simple as possible, a multiple of 0.5 was applied for Band C parishes (£140.00) and 2.0 for Band A parishes (£560.00).

3.70 These multiples broadly equate to the banding range set out below when considered as a percentage of the District Council Basic Allowance.

- Band A: Electorate 20,000 upward                      12%
- Band B: Electorate 10,000 to 19,999                      6%
- Band C: Electorate 9,999 and below                      3%

3.71 The variations that did exist from these percentages primarily occurred for parishes in Shepway District Council where a significantly lower Basic Allowance was paid to district Councillors.

***Table 6: Parish Basic Allowance as a Percentage of District Basic Allowance***

District/City Authority		District/City Basic	12% District/City Basic	6% District/City Basic	3% District/City Basic
Canterbury	<b>Actual</b>	<b>£4,710.00</b>	<b>£565.20</b>	<b>£282.60</b>	<b>£141.30</b>
	<i>IRP</i> <sup>7</sup>	£4,710.00	£565.20	£282.60	£141.30
Dover	<b>Actual</b>	<b>£4,223.00</b>	<b>£506.76</b>	<b>£253.38</b>	<b>£126.69</b>
	<i>IRP</i>	£4,656.00	£558.72	£279.36	£139.68

<sup>7</sup> This is the level of Basic Allowance recommended to the District Council by the East Kent Independent Remuneration Panel as opposed to the level of Basic Allowance actually paid to District Councillors. These cash figures are included for illustration only.

District/City Authority		District/City Basic	12% District/City Basic	6% District/City Basic	3% District/City Basic
Shepway	<b>Actual</b>	<b>£3,867.00</b>	<b>£464.04</b>	<b>£232.02</b>	<b>£116.01</b>
	<i>IRP</i>	£3,684.00	£442.08	£221.04	£110.52
Thanet	<b>Actual</b>	<b>£4,360.00</b>	<b>£523.20</b>	<b>£261.60</b>	<b>£130.80</b>
	<i>IRP</i>	£4,656.00	£558.72	£279.36	£139.68

3.72 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, 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.

3.73 The Panel recommends the following Parish Basic Allowance based on the District Council Basic Allowance for 2009/10 at the time this report was published:

**Table 7: Recommended Parish Basic Allowance (Band C)**

<b>BAND C</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 Shepway Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£140.00</b>	2.97%	3.32%	3.72%	3.21%

**Band C would therefore cover the following parish councils if applied on the current electorate at the time this report was written:** Postling, Ivychurch, Bishopsbourne, Womenswold, Stourmouth, Acol, Elmsted, Burmarsh, Brenzett, Newchurch, Fordwich, Newington, Ripple, Goodnestone, Westbere, Upper Hardres, Tilmanstone, Denton with Wootton, Waltham, Ickham and Well, Stanford, Hougham Without, Wickhambreaux, Kingston, Brookland, Hackington, Staple, Hoath, Lower Hardres, Stelling Minnis, Langdon, Adisham, Preston, Monkton, Lydden, Petham, Great Mongeham, Northbourne, Alkham, Guston, Sutton-by-Dover, Nonington,

*Manston, Chislet, Bekesbourne-with-Patrixbourne, Saltwood, Worth, St Nicholas with Wade, Woodnesborough, Sholden, Swingfield, Barham, Littlebourne, Bridge, Elham, Sellindge, Lympne, Temple Ewell, Wingham, Cliffsend, Shepherdsweil-with-Coldred, Capel-le-Ferne, Harbledown and Rough Common, Ringwould-with-Kingsdown, Eastry, Eythorne, Thanington Without, St Margaret's-at-Cliffe, Lyminge, St Mary's-in-the-Marsh, Ash, Minster, Chestfield, Chartham, Aylesham, Dymchurch, River, Sandgate, Blean, Whitfield, Sandwich, Hawkinge, Lydd, Sturry, New Romney, Herne and Broomfield, Walmer, and Birchington. (88)*

**Table 8: Recommended Parish Basic Allowance (Band B)**

<b>BAND B</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 Shepway Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£280.00</b>	5.94%	6.63%	7.24%	6.42%

***Band B would therefore cover the following parish councils if applied on the current electorate at the time this report was written: Hythe, Deal and Broadstairs & St Peters. (3)***

**Table 9: Recommended Parish Basic Allowance (Band A)**

<b>BAND A</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 Shepway Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£560.00</b>	11.89%	13.26%	14.48%	12.84%

***Band A would therefore cover the following parish councils if applied on the current electorate at the time this report was written: Dover, Ramsgate and Folkestone. (3)***

3.74 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.

### **Parish Chairman's Basic Allowance**

3.75 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.

3.76 As with the Parish Basic Allowance, the Parish Chairman's Basic Allowance may only be paid to elected members of the authority.

3.77 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 10: Recommended Parish Chairman's Basic Allowance (Band C)**

<b>BAND C</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 Shepway Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£280.00</b>	5.94%	6.63%	7.24%	6.42%

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

<b>BAND B</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 Shepway Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£560.00</b>	11.89%	13.26%	14.48%	12.84%

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

<b>BAND A</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 Shepway Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£1,120.00</b>	23.77%	26.52%	28.96%	25.68%

3.78 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.

3.79 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**

3.80 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.
- 3.81 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, responses indicated that some Parish Councils had opted to restrict allowances to travel to destinations outside of the parish boundary only and this matched the Panel's own view that there needed to be restrictions on travel and subsistence allowances within the parish boundary.
- 3.82 The survey asked parishes to specify whether they paid travel and subsistence allowances to Members and if so, at what level. The results of this survey are set out in Appendix B of this report.
- 3.83 In the case of public transport, the level of allowance paid was equal to the actual cost of travel. The Panel was interested to note that Hougham Without Parish Council was the only authority that had made 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.
- 3.84 Although the issue of a pedestrian travel allowance was raised as part of the questionnaire sent to parish councils, the Panel is not at this time recommending its introduction due to concerns over the administration of such a scheme and the lack of general support for such an allowance amongst respondents.
- 3.85 In respect of questionnaire responses for motor vehicle allowances two levels of allowance were predominant – the NJC rate and the HMRC AMAP rate.

### **National Joint Council Rates**

- 3.86 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 13: NJC Rate**

<b>Casual User Rate</b>	<b>451 – 999cc</b>	<b>1000 – 1199cc</b>	<b>1200 – 1450cc</b>
Per mile first 8,500 miles	42.9p	46.9p	58.7p
Per mile after 8,500 miles	13.3p	13.6p	15.8p

- 3.87 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**

- 3.88 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 14: 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	40 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

- 3.89 HM Revenue and Customs update the AMAP rates on a regular basis.

### ***Recommended Travel and Subsistence Allowance***

- 3.90 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.
- 3.91 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.
- 3.92 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.
- 3.93 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.
- 3.94 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**

- 3.95 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.
- 3.96 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**

### **Appendices**

*The appendices of the review of the East Kent Joint  
Independent Remuneration Panel for the municipal years  
2009/10 to 2012/13*

**Appendix A – Parish Councils By Electorate Size**

Rank	Parish (or Town) Council Name	Electorate	Parish Precept 2009/10	Number of Parish/Town Councillors
1	Folkestone Town Council	29,196	£496,510.00	18
2	Ramsgate Town Council	27,893	£165,036.00	16
3	Dover Town Council	21,411	£625,650.00	18
4	Broadstairs & St Peters Town Council	19,185	£211,045.00	15
5	Deal Town Council	15,883	£275,885.00	15
6	Hythe Town Council	11,243	£290,545.00	16
7	Birchington Parish Council	8,336	£32,117.00	10
8	Walmer Parish Council	6,565	£95,000.00	15
9	Herne & Broomfield Parish Council	6,185	£83,650.00	13
10	New Romney Town Council	5,488	£125,500.00	16
11	Sturry Parish Council	5,003	£107,552.00	11
12	Lydd Town Council	4,735	£86,350.00	16
13	Hawkinge Parish Council	4,707	£81,000.00	9
14	Sandwich Town Council	3,897	£100,000.00	16
15	Whitfield Parish Council	3,763	£63,450.00	14
16	Blean Parish Council	3,428	£16,800.00	9
17	Sandgate Parish Council	3,196	£61,970.00	11
18	River Parish Council	3,113	£62,000.00	10
19	Dymchurch Parish Council	3,043	£36,735.00	9
20	Aylesham Parish Council	2,863	£35,888.00	9
21	Chartham Parish Council	2,657	£89,500.00	11
22	Chestfield Parish Council	2,649	£61,571.00	9
23	Minster Parish Council	2,602	£42,495.00	11
24	Ash Parish Council	2,540	£60,240.00	11
25	St Mary's in the Marsh Parish Council	2,370	£18,000.00	7
26	Lyminge Parish Council	2,236	£32,910.00	11
27	St Margaret's-at-Cliffe Parish Council	2,176	£40,000.00	9
28	Thanington-Without Parish Council	1,902	£25,500.00	9
29	Eythorne Parish Council	1,899	£41,000.00	11
30	Eastry Parish Council	1,854	£44,888.00	11
31	Ringwould with Kingsdown Parish Council	1,709	£33,000.00	9
32	Harbledown & Rough Common Parish Council	1,594	£29,771.00	11

Rank	Parish (or Town) Council Name	Electorate	Parish Precept 2009/10	Number of Parish/Town Councillors
33	Capel-le-Ferne Parish Council	1,526	£13,500.00	9
34	Shepherdswell-with-Coldred Parish Council	1,506	£18,621.00	12
35	Cliffsend Parish Council	1,490	£12,528.00	7
36	Wingham Parish Council	1,365	£36,605.00	9
37	Temple Ewell Parish Council	1,360	£21,500.00	12
38	Lympne Parish Council	1,250	£10,950.00	7
39	Sellindge Parish Council	1,234	£11,550.00	9
40	Elham Parish Council	1,229	£13,500.00	9
41	Bridge Parish Council	1,220	£24,502.46	9
42	Littlebourne Parish Council	1,210	£21,600.00	9
43	Barham Parish Council	1,036	£20,000.00	9
44	Swingfield Parish Council	1,007	£11,500.00	9
45	Sholden Parish Council	891	£18,000.00	7
46	Woodnesborough Parish Council	835	£11,000.00	9
47	St Nicholas-at-Wade with Sarre Parish Council	795	£6,160.00	9
48	Worth Parish Council	752	£12,188.00	7
49	Saltwood Parish Council	709	£6,500.00	7
50	Bekesbourne with Patricbourne	700	£4,746.00	9
51	Chislet Parish Council	689	£10,428.00	9
52	Manston Parish Council	662	£11,418.00	5
53	Nonington Parish Council	658	£7,000.00	7
54	Sutton-by-Dover Parish Council	614	£7,780.00	7
55	Guston Parish Council	602	£13,836.00	7
56	Alkham Parish Council	590	£8,000.00	7
57	Northbourne Parish Council	583	£9,697.00	7
58	Great Mongeham Parish Council	581	£7,600.00	7
59	Petham Parish Council	562	£9,789.00	7
60	Lydden Parish Council	557	£8,000.00	9
61	Monkton Parish Council	547	£7,098.00	5
62	Preston Parish Council	537	£10,000.00	7
63	Adisham Parish Council	492	£6,556.00	7
64	Langdon Parish Council	467	£13,000.00	7
65	Stelling Minnis Parish Council	465	£3,950.00	7

Rank	Parish (or Town) Council Name	Electorate	Parish Precept 2009/10	Number of Parish/Town Councillors
66	Lower Hardres Parish Council	442	£4,903.00	5
67	Hoath Parish Council	430	£4,586.00	5
68	Staple Parish Council	424	£6,000.00	7
69	Hackington Parish Council	415	£4,000.00	5
70	Brookland Parish Council	395	£9,800.00	5
71	Kingston Parish Council	385	£4,400.00	7
72	Wickhambreaux Parish Council	373	£4,700.00	7
73	Hougham Without Parish Council	372	£6,750.00	7
74	Stanford Parish Council	360	£3,700.00	5
75	Ickham & Well Parish Council	360	£4,120.00	7
76	Waltham Parish Council	354	£4,000.00	5
77	Denton with Wootton Parish Council	306	£8,665.00	5
78	Tilmanstone Parish Council	304	£6,000.00	5
79	Upper Hardres Parish Council	304	£3,360.00	5
80	Westbere Parish Council	293	£7,654.00	7
81	Goodnestone Parish Council	292	£4,250.00	5
82	Ripple Parish Council	291	£3,500.00	5
83	Newington Parish Council	291	£3,400.00	5
84	Fordwich Town Council	286	£6,104.00	5
85	Newchurch Parish Council	271	£2,850.00	5
86	Brenzett Parish Council	271	£1,800.00	5
87	Burmarsh Parish Council	270	£5,000.00	5
88	Elmsted Parish Council	252	£1,400.00	7
89	Acol Parish Council	237	£4,054.00	5
90	Stourmouth Parish Council	231	£2,550.00	5
91	Womenswold Parish Council	225	£2,787.00	5
92	Bishopsbourne Parish Council	210	£2,850.00	5
93	Ivychurch Parish Council	198	£5,459.00	5
94	Postling Parish Council	172	£1,200.00	7

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

**Appendix B – Questionnaire Responses for Travel and Subsistence Allowances**

