Forest Row Parish Council

Clerk: Mr David o'Driscoll
Email: parishclerk@forestrow.gov.uk

(Office Hours: Monday to Friday 9am to 4pm)

QUALITY PARISH COUNCIL

To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Eichner (Chairman), Christie, Evans, Gilbert, Jaffay, Killick, La Djoi, Lewis, Marshall, Matthews, Rainbow, Summers, Volkers & Waters

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ
Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Date: 06 May 2026

Dear Sir/Madam,
Your attendance is required at the Annual Meeting of the FOREST ROW PARISH COUNCIL to be held on **TUESDAY 12th MAY 2025** in the Garden Room of the Community Centre at **7.30PM.**

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES ARE AVAILABLE FOR QUESTIONS AND REMARKS FROM THE PUBLIC. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND ADD QUESTIONS OR COMMENTS ON THE AGENDA ITEMS, AT THE DISCRETION OF THE CHAIR OF THE MEETING

AGENDA

1. TO ELECT THE CHAIR OF COUNCIL FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)
2. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR
3. TO RECEIVE APOLOGIES FOR ABSENCE
4. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS
5. TO POSTPONE CONSIDERATION OF RECORDS OF THE PREVIOUS MEETING TO THE NEXT ORDINARY MEETING
6. TO POSTPONE CONSIDERATION OF ACTIONS FROM LAST MEETING TO THE NEXT ORDINARY MEETING
7. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT
8. TO APPROVE THE ANNUAL FINANCIAL RETURN
9 TO APPROVE & ADOPT THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION
10 TO CONFIRM THE CURRENT COUNCIL WORKING GROUPS
11. TO APPOINT MEMBERS TO THE STANDING COMMITTEES & THE PLANNING GROUP
12. TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES
13. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER
14. TO APPROVE STANDING ORDERS (2025 VERSION)
15. TO APPROVE FINANCIAL REGULATIONS (2024 VERSION)
16. TO AFFIRM ADHERENCE TO THE MODEL CODE OF CONDUCT
17. TO APPROVE STANDING POLICIES
18. TO APPROVE THE RISK MANAGEMENT SCHEDULE & CURRENT RISK ASSESSMENTS
19. TO REAFFIRM THE GENERAL POWER OF COMPETENCE
20. TO AFFIRM THE CIVILITY & RESPECT PLEDGE

21 TO APPOINT THE INTERNAL AUDITOR
22.. TO APPROVE THE ASSET REGISTER
23. TO APPROVE THE INSURANCE SCHEDULE
24. TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR
25. TO CONFIRM RE MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR
26. TO CONFIRM THE SCHEDULE OF DIRECT DEBITS
27. TO CONFIRM SUBSCRIPTIONS
28. TO CONFIRM THE MILEAGE ALLOWANCE
29. TO CONFIRM THE BANK ACCOUNT SIGNATORIES

If relevant: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business to be transacted.

30. TO CONFIRM STAFF TERMS AND CONDITIONS (AS SUPPLIED CONFIDENTIALLY TO MEMBERS)
31. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

ANNUAL MEETING OF COUNCIL

BACKING PAPERS FOR 12th MAY 2026

Agenda item	**Description**	**Bundle Page nos**
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COUNCILLORS' BRIEFING FOR THE ANNUAL MEETING OF THE COUNCIL 12th MAY 2026

(** denotes an attachment/ backing paper)

1. TO ELECT THE CHAIR OF COUNCIL FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE) This must be the first business of the meeting. The stipulation of an 'elected' member in sect 15(1) has been superseded. If there is an equality of votes, the person presiding has the casting vote.	Local Government Act (LGA) 1972, sect 15
2. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR	
3. TO RECEIVE APOLOGIES FOR ABSENCE	
4. DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS This is relevant to any DPI which might be of <u>general</u> application to Council business, particularly in respect of land interests or employment/business. If in doubt please refer to Table 1 attached to the Code of Conduct.	LGA 1972, sect 117
5. TO POSTPONE CONSIDERATION OF RECORDS OF THE PREVIOUS MEETING	
6. TO POSTPONE CONSIDERATION OF ACTIONS FROM LAST MEETING	
7. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT** **8. TO APPROVE THE ANNUAL FINANCIAL RETURN**** These two (separate) votes are a statutory requirement as part of the external audit process, and it is good practice for the governance assertions to be read out one by one and individually voted on – it is rather tedious but ensures that all Members and the public are satisfied that the criteria are met.	Accounts & Audit Regulations 2015, regs 6 & 9
9. TO APPROVE AND ADOPT THE COMMITTEE STRUCTURE AND SCHEME OF DELEGATION There are currently four Standing Committees: Finance & Policy/ Personnel & Grievance/'Place' (formerly Facilities)/ 'People' (formerly Community Services). Unless there are *firm proposals before the Meeting* for an alternative structure, Council is invited to confirm the current arrangements. The Scheme of Delegation has been amended appropriately and Council is invited to adopt that version.	Standing Orders (S/O 4 a-d)
10. TO CONFIRM THE CURRENT COUNCIL WORKING GROUPS This Council has made an innovative and fruitful use of semi-permanent working groups to engage the community and further its projects. They are currently: Planning / Comms & Outreach/ Village Green / Devolution / Resilience/ Square-Community Hub. Council is invited to confirm the status of these as 'official' working groups. The groups for the 'What's On Board', The Shed Project, and the Gleeson Land are now operating independently, and it is proposed that the related Council	Standing Order 4(f) & Scheme of Delegation 9

working groups be formally disbanded. It is not clear whether Youth Forum and the 'Santa's Grotto' groups still wish to be considered operational. **11. TO APPOINT MEMBERS TO THE STANDING COMMITTEES & THE PLANNING GROUP FOR THE COMING YEAR**** • Finance & Policy: 8 members (plus Council Chair & Vice-chair) • Personnel & Grievance: 4 members • 'Place': 8 members (plus Council Chair & Vice-chair) • 'People': 8 members (plus Council Chair & Vice-chair) • Planning Group: 8 members Members are invited to volunteer for those Committees (and the Planning Group) in which they have specific interests: in the event of a surplus of volunteers, the membership may be resolved by agreement, or a ballot if necessary. Note: following a vote on 6th June 2023, the Committees & Planning group now choose their Chairs & Vice-chairs at their first meeting after this one.	Scheme of Delegation 4 & 5
12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES ** - current list attached.	
13. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER - this is customarily the Clerk.	Children Act 2004 sect. 11
14. TO APPROVE STANDING ORDERS ** (already supplied) Council is invited to approve the recently amended version of Standing Orders (which now includes gender neutral language).	
15. TO APPROVE THE FINANCIAL REGULATIONS (already supplied)** The Financial Regs are (like Standing Orders) issued in a model template form by NALC, and subject to compliance with the general law and 'Proper Practices', may be adapted by each Council to meet its own circumstances. The model Regulations were extensively reviewed for our purposes in 2024 and were adopted by Council. Our circumstances have not materially changed since, and Council is invited to re-adopt the current version	
16. TO AFFIRM THE MODEL CODE OF CONDUCT ** (already supplied) The 2020 revised Code of Conduct was re-adopted last year and remains unamended. Some external auditors require a specific vote of re-adoption as part of the Council's return.	
17. TO APPROVE STANDING POLICIES ** (already supplied) The Council's standing policies were reviewed in March and circulated for consideration on 31st March. At the date of this briefing, no specific amendments have been requested, and Council is accordingly invited to approve the policies for this coming year.	

18. TO APPROVE THE RISK MANAGEMENT SCHEDULE & CURRENT RISK ASSESSMENTS ** **(Schedule attached/ assessments already supplied)** A significant number of Councils were penalised last year by the external auditors for not *explicitly* voting through their risk management provisions. I demonstrated by evidence that our arrangements were explicitly detailed within our policy schedule and documents, and this was accepted, but the auditors requested that a separate vote be taken this year to avoid ambiguity.	
19. TO REAFFIRM THE GENERAL POWER OF COMPETENCE The Council re-adopted the General Power of Competence at the 'relevant meeting' in May 2023 (minute no. C53/23) Reaffirmation is not strictly necessary, since the GPC only has to be formally re-adopted in an election year, but an annual restatement of commitment is nevertheless helpful. We still (just) fulfil all the eligibility criteria.	SI 2012/965 reg 1(2)
20. TO RE-AFFIRM THE CIVILITY & RESPECT PLEDGE ** Council voted to adopt the 'Civility & Respect Pledge' at its meeting on 20th February 2024 (minute no. C32/24). A copy of the signed certificate, which is on display in the office, is attached to the papers.	
21. TO APPOINT THE INTERNAL AUDITOR - Mulberry & Co have now discharged this function for eleven years and the firm remains extremely effective (although the identity of our individual auditor changes from time to time). It is proposed that this appointment be confirmed.	
22. TO APPROVE THE ASSET REGISTER** The asset register (ie the 'true value' register, as distinct from the formal list provided for the Annual Return) was subject to revision last year as the 'added percentage per year' was out of kilter with the true values. The buildings were revalued in April 2024 by a specialist firm. All other assets were by professional inventory clerks on 16th May 2025, and their schedule is attached. Asset revaluation is an expensive exercise, and uneconomic as an annual task. An annual inflationary increase should be assumed against the figures supplied.	
23. TO APPROVE THE INSURANCE SCHEDULE ** The current schedule is attached. We are in the second year of a long-term agreement, and the schedule for approval is the current one, as attached. The vehicle & cyber insurance are separate policies. There have been two personal injury claims in the past year, both defended, both still unresolved.	
24. TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR ** The proposed schedule for the coming year is attached.	

25. TO CONFIRM ALLOWANCES FOR THE COMING YEAR **
The new allocations for 2024-25 for a Level 2 parish (see attached report) are £500 (Members) & £785 (Chair). Eight Members currently take their allowance.

26. TO APPROVE THE SCHEDULE OF DIRECT DEBITS **- schedule attached.

27. TO CONFIRM SUBSCRIPTIONS **– current schedule attached

28. TO CONFIRM THE MILEAGE ALLOWANCE - HMRC continue to fix the non-taxable rate at 45p/mile.

29. TO CONFIRM THE BANK ACCOUNT SIGNATORIES

30. TO CONFIRM STAFF TERMS AND CONDITIONS **
The terms and conditions are updated to show the existing pay scales. No agreement has been reached between the employers and unions for the current year.
[PLEASE NOTE THAT THIS ATTACHMENT CONTAINS INDIVIDUAL SALARY DETAILS AND IS STRICTLY CONFIDENTIAL. PLEASE DO NOT SHARE THE DOCUMENTS OR ITS CONTENTS WITH ANY THIRD PARTIES OR LEAVE THE PAPERS WHERE THEY MIGHT BE SEEN BY OTHERS].

31. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

FOREST ROW PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Section 2 – Accounting Statements 2025/26 for

FOREST ROW PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	282,377	365,406	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	650,000	670,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	152,086	130,362	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	419,164	477,248	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	299,893	296,668	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	365,406	391,852	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	348,173	373,706	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	2,337,117	2,337,117	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

FOREST ROW PARISH COUNCIL
COMMITTEE MEMBERSHIP

NAME	FINANCE & POLICY	PERSONNEL	PLACE	PEOPLE
Christie B				X
Eichner J **Chair**	X			
Evans A		X		
Gilbert G	X(C)		X (VC)	
Jaffay A **Vice Chair**	X			X
Killick A	X	X	X	X(VC)
La Djoi Z	X	X		X
Lewis A			X	X
Marshall G				X
Matthews B			X (C)	
Rainbow R			X	X(C)
Summers M			X	
Volkers A	X			X
Waters A	X (VC)	X(C)	X	
Co-opted			Allot Reps (1)	
TOTALS	7	4	8	9
Quorum	3		3	3

Revised May 2026

COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2025

Ashdown Forest Liaison Committee – Cllrs. Rainbow & Volkers
Commoner of Ashdown Forest – Cllr. Eichner (Chair)
Council for Protection of Rural England – Cllr. Jaffay
East Sussex Association of Local Councils – Cllr. Volkers & Killick
Forest Row Flood Network – Cllrs. Eichner & Waters
Forest Row Festival Committee – Cllr. Gilbert & Rainbow
Forest Row Sports Ground Association – Cllr. Waters & Matthews
New Forest Row Business Group – Cllr Killick
NHS Patient Liaison Group – Cllrs. Gilbert & La Djoi
North Wealden Community Transport Partnership – Cllr. Summers
Twinning Association – Cllr. Summers
Village Hall Management Committee – Cllr. Christie
Wealden District Association of Local Councils – vacancy
Wealden DC North Planning Cluster – Cllr Waters

REGISTER OF STANDING RISK ASSESSMENTS

[These are general risk assessments applicable to the premises & activities of the Council. Risk assessments applicable to individual events are drafted on an 'as required' basis]

Financial risk assessment (attached to the Financial Regs @ Policy no. 02.4)

01. Risk Assessment Community Centre
02. Risk Assessment Community Centre Kitchen
03. Risk Assessment Community Centre water supply
04. Risk Assessment VENUe on the Green
05. Risk Assessment Allotments
06. Risk Assessment Cemetery
07. Risk Assessment play areas & skatepark
08. Risk Assessment village greens & open spaces
09. Risk Assessment wooded areas
10. Risk Assessment war memorial (& Christmas tree)
11. Risk Assessment public seats & shelters
12. Risk Assessment Market
13. Risk Assessment 'Gages' lunch facility
14. Risk Assessment youth activities
15. Risk Assessment Thursday Club
16. Risk Assessment grounds maintenance (general)
17. Risk Assessment chainsaw use
18. Risk Assessment council vehicle use
19. Risk Assessment public village cleaning
20. Risk Assessment outdoor events
21. Risk Assessment – Covid-19 (general)
22. Risk Assessment Lending
23. Risk Assessment Expectant or new mothers
24. Risk Assessment data breaches

Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

This is to certify that

FOREST ROW PARISH COUNCIL
has signed up to the Civility & Respect Pledge

FOREST ROW PARISH COUNCIL believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1562

FOREST ROW PARISH COUNCIL

will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements including staff contracts and Dignity at Work Policy
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chair: ______________________ Date: 21/05/24

RCA
Reinstatement Cost Assessment

BCH

Property Reference:	Not Advised
BCH Reference:	95088
Customer:	Forest Row Parish Council
Risk Address:	Various – See Breakdown
Date Inspected:	24 April 2024
Surveyor:	James Wade Cert CII
Listed Status:	Grade II Listed (Community Centre)
Gross Internal Area:	949 m²
Rebuilding Period:	36 months (indicative)
Assessment Basis:	Day One Reinstatement
Assessment as at:	April 2024
Assessment:	**£3,688,000 Excluding VAT** **£4,427,000 Including VAT**

Location: Located within the Forrest Row Conservation Area on lightly inclining ground with good access and working space for reconstruction purposes

Description

- **Property:** A collection of buildings providing space for a community centre, meeting room, activity centre and currently vacant Hambro Hall formerly used as a preschool nursery.
- **Roof:** Pitched and covered in slate and tiles, pitched with a felt covering, single pitch with metal sheet covering; rainwater goods; chimneys; photo voltaic panels
- **External Envelope:** Brickwork; rubble stone; stone quoins; render; cladding; stone mullioned windows to community centre; casement windows; part glazed doors
- **Internal Finishes, Fixtures and Fittings:** Painted plaster walls and ceilings; feature ply lined walls to the Venue; floor coverings. Kitchen and sanitary facilities
- **Services:** Small power and lighting; heating; hot and cold water; fire alarms; data and telephone cabling
- **External Works and Outbuildings:** Asphalt carpark; paved areas; practice court; skate park; brick walls; fencing; external lighting; seating; soft landscaping

Comments: This report should be read in conjunction with the attached Reinstatement Cost Assessment Notes.

No allowance included for the following:

- Loose fittings, furniture and general contents

Keane Stocktakers

Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
RH18 5DZ

We certify that a fair valuation of all fixtures and fittings has been carried out to the satisfaction of our valuers on Thursday 16th May 2024

Valuation Certificate

Fixtures & Fittings	£28,055.00
Street Furniture	£99,600.00
War Memorial	£22,772.00
Play Equipment	£120,000.00
Safety Services	£10,000.00
Skate Park	£115,000.00
Gates & Fences	£18,500.00
Green Gym	£15,900.00
Maintenance Equip	£26,726.00

Total Cost Value

£456,553.00

Four Hundred and Fifty Six Thousand, Five Hundred and Fifty three pounds.

To add: New playground swings £18,125 ex VAT

New games area goal assembly £10,138 ex VAT

Keane Stocktakers Ltd. 11 Penrose Walk, Middleton, Manchester, M24 6TG
Company Reg. No. 6579876

ZURICH
Municipal

Mr David O'Driscoll
Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	TBC
Insured	Forest Row Parish Council
Business	Parish / Town Council

Period of Insurance
From 01st August 2024
To 31st July 2025
and any other period for which cover has been agreed.

Annual Premium

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Long Term Agreement:	Not Applicable
Preparation Date	13th June 2024
Prepared by	Ms Briony Worth
Policy Form Reference	MLAACG08

Policy Cover Declaration:
You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

ZURICH Municipal

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

ZURICH Municipal

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Community Centre, Address, The Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ	£2,333,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Cube, Address, Hartfield Road, Forest Row, East Sussex, RH18 5DZ	£172,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Hambro Hall, Address, Hartfield Road, Forest Row, East Sussex, RH18 5DZ	£553,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Venue On The Green, Address, The Venue On The Green, Station Road, Forest Row, RH18 5FY	£630,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4
Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

ZURICH
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Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	12	N/A		£96,000	12

For Premises: 1, 2, 3, 4
Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

ZURICH Municipal

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Market Equipment	£6,000.00	£250
Furniture, Fixtures & Fittings	£28,055.00	£250
Street Furniture	£99,600.00	£250
War Memorials	£22,772.00	£250
Playground Equipment	£120,000.00	£250
Safety Surfaces	£10,000.00	£250
Gates & Fences	£18,500.00	£250
Green Gym	£15,900.00	£250
Maintenance Equipment	£26,726.00	£250
Skate Park	£115,000.00	£100
Groundsman Shed	£16,301.00	£250
Timber Shed	£13,352.00	£250

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

ZURICH Municipal

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any **Member** or **Employee** or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any **Member** or **Employee**	£500
(c) in the **premises**	
(i) in the custody of or under the actual supervision of any **Member** or **Employee**	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1.In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

a) Testing for or monitoring of Pollution or Contamination

b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place

b) the **insurer**'s liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule

c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control

2. for **damage** connected with pre-existing contaminated property

3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action

4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control

5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences

6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident

7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns

8. in respect of costs for the reinstatement or reintroduction of flora or fauna

9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible

10. in respect of fines or penalties of any kind

11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water

12. for **damage** which is covered by a more specific insurance policy

13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed

14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

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Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

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Part H – Libel and Slander

Sum Insured £500,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

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Part N – Fidelity Guarantee

Persons Guaranteed:	**Sum Guaranteed**
All members and employees	£1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees		
Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	
Volunteers		
Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	
Directors/Councillors		
Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	
Key Personnel		
Key Personnel	All Staff	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.
and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **Insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
c) racing of any kind other than on foot
d) air travel other than as a passenger in a licensed passenger carrying aircraft
e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

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Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery
Insured Incident
The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

a) the amount of the debt exceeds £250 (incl VAT)
b) the claim under this Part is made within 90 days of the money becoming due and payable
c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions
We will not provide indemnity in respect of or arising from or relating to:
a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
b) the recovery of money and interest due from another party where the other party intimates that a defence exists
c) any claim relating to:
i) any settlement payable under an insurance policy
ii) any lease, licence or tenancy of land or buildings
iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

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General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

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Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found here. Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items Business interruption Money Works in progress	Property Claims	**Online:** https://propertyclaims.zurich.co.uk/index.html **Tel:** 0800 028 0336 **Email:** farnboroughpropertyclaims@uk.zurich.com **Address:** Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public liability Employers liability Personal assault under Money Personal accident Financial and administrative liability	Liability Claims	**Online:** https://liabilityclaims.zurich.co.uk/index.html **Tel:** 0800 783 0692 **Email:** fnlc@uk.zurich.com **Address:** Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Motor Claims	Motor Claims	**Online:** https://motorclaims.zurich.co.uk/index.html **Tel:** 0800 916 8872 **Email:** zmnewmotorclaims@uk.zurich.com **Address:** Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	**Tel:** 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

FOREST ROW PARISH COUNCIL

DATES OF MEETINGS 2026/27

All meetings held on Tuesday at 7.30pm except Planning that is normally held via Zoom on Mondays at 7.00pm.

Please ensure that the following dates are in your diaries.

FULL COUNCIL	FINANCE & POLICY	PLACE	PEOPLE	PLANNING
28 APRIL 2026	21 APRIL 2026	17 MARCH 2026	24 MARCH 2026	16 MARCH 2026
23 JUNE 2026	30 JUNE 2026	2 JUNE 2026	7 JULY 2026	7 & 27 APRIL 2026
28 JULY 2026	3 NOVEMBER 2026	14 JULY 2026	13 OCTOBER 2026	18 MAY 2026
22 SEPTEMBER 2026	9 FEBRUARY 2027	8 SEPTEMBER 2026	26 JAN 2027	8 & 29 JUNE 2026
17 NOVEMBER 2026	13 APRIL 2027	20 OCTOBER 2026	23 MAR 2027	20 JULY 2026
8 DECEMBER 2026		19 JANUARY 2027		10 AUGUST 2026
12 JANUARY 2027		16 MARCH 2027		1 & 21 SEPTEMBER 2026
23 FEBRUARY 2027				12 OCTOBER 2026
20 APRIL 2027				2 & 23 NOVEMBER 2026
				14 DECEMBER 2026
				11 JANUARY 2027
				1 & 22 FEBRUARY 2027
				15 MARCH 2027
				5 & 26 APRIL 2027

PERSONNEL

2026

ANNUAL MEETING OF COUNCIL	ANNUAL PARISH MEETING
12 MAY 2026	23 APRIL 2026

4 MARCH 2026

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2026/27

Introduction

1. This is the report of the Parish Independent Remuneration Panel to make recommendations regarding the amount of allowances that may be made to Town and Parish Councillors. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Recommendations

2. The Panel recommends:
   a) That allowances should be paid in accordance with three bands, Levels 1 to 3, as defined in Appendix A.
   b) That there be an increase in allowances in line with that recommended for District Councillors, with Basic and Chairman's Allowances rounded up to the nearest pound. These allowances for 2026/27 to be as set out below.

2026/27	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£201	£500	£1,595
Chairman's Allowance	£349	£785	£2,203

   c) That Travelling Allowances continue to be in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP). These allowances for 2026/27 are set out in the table below.

Car or Van	45p per mile for the first 10,000 miles and 25p per mile thereafter
Motor cycle	24p per mile (all miles)
Cycle	20p per mile (all miles)
Passenger supplement	5p per mile for up to four passengers
Public transport	Actual cost subject to the Council's approval

   d) Subsistence Allowance to be the same as those indicated for District Councillors. These allowances for 2026/27 are set out in the table below.

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London

London and specified Conferences	£110	

e) That all Travelling and Subsistence Allowance claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

f) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2026/27. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and

g) That all Parish and Town Councils consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover costs if needed to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel initially met on 10 October 2025, again on 31 October 2025 and communicated by telephone and email at other times.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003, as to:

   a) the amount of parish basic allowance payable to members of such town and parish councils;

   b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;

   c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;

   d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable; and

   e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.

7. The Panel has considered previous year's reports to Town and Parish Councils recommending allowances.
8. The Clerk to the Panel had invited all Town and Parish Councils, via the clerks, to provide any comments on the allowance scheme. Ten responses had been received and welcomed.
9. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
10. Following discussion, the Panel recommends that the increase in the Parish / Town Council Basic allowance is in line with that recommended for Wealden District Councillors, at 3.8% (in line with the Consumer Prices Index inflation rate as defined by the Office of National Statistics in September 2025), rounded up to the nearest pound (£).
11. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £5,496 per annum for the financial year 2026/27. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

12. Individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
13. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
14. The Panel recommends an increase to the Chairman's Allowance of 3.8%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

15. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.
16. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (AMAP), and Town and Parish Councils are recommended to adopt the HM Revenues and Customs rates.
17. It was confirmed that payment should still be subject to Parish/Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

Subsistence Allowance

18. The Panel recommends that the current level of subsistence rates be the same as those indicated for District Councillors.
19. It was confirmed that payment should still be subject to Parish/Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.
20. The Panel noted that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

21. The Panel received independent legal advice on the payment of allowances to co-opted members of the Council.
22. Regulation 24 of the 2003 Regulations provides that "a reference to a member is, unless otherwise specified or the context otherwise requires, a reference to a member of a parish council, whether or not elected to such office."
23. Regulation 25 of the 2003 Regulations, concerning the payment of Basic Allowance, subsection 10 expressly provides that "for the purposes of this Regulation any reference to a member is a reference to an elected member of a parish council."
24. Therefore, the Basic Allowance is <u>not</u> payable to co-opted members of the Council.
25. Regulation 26 of the 2003 Regulations, concerning the payment of Travelling and Subsistence Allowances, does not contain such a distinction so the definition of a member contained in Regulation 24 prevails.
26. Therefore, Travelling and Subsistence Allowances may be paid to co-opted members of the Council.

Carers' Allowance

27. In response to questions raised, the Panel cannot recommend the payment of Carers' Allowance as this is not provided for within the scope of the 2003 Regulations.

Communication of Allowances

28. On receipt of this Report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
29. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

Edward Stone
Chairman
Dated: 25 November 2025

Appendix A

	LEVEL1	**LEVEL2**	**LEVEL 3**
Parish Basic Allowance:	*£201*	*£500*	*£1,595*
Parish Basic Allowance as a percentage of the recommended District Basic Allowance:	*3.66%*	*9.09%*	*29.02%*
Chairman's Allowance:	*£349*	*£785*	*£2,203*
Applicable Towns/Parishes:	*Cuckmere Valley* *Berwick* *Wartling* *Long Man* *Hooe* *Arlington* *Laughton* *Isfield* *Chiddingly* *Hellingly* *Hadlow Down* *Fletching* *Warbleton* *Frant* *Alfriston* *East Hoathly/Halland* *Chalvington/Ripe* *Horam* *East Dean/Friston* *Framfield* *Hartfield* *Ninfield* *Danehill* *Buxted* *Withyham* *Herstmonceux* *Mayfield/ Five Ashes* *Maresfield* *Rotherfield* *Westham* *Pevensey* *Wadhurst*	*Forest Row* *Willingdon/Jevington* *Polegate* *Heathfield/Waldron*	*Hailsham* *Uckfield* *Crowborough*

FRPC CURRENT DIRECT DEBITS

02	Staff phone
02	Youth leader phone
ALLSTAR	Fuel card
BARCLAYCARD	EPOS fees
BNP PARIBAS	Lease printer/copier
BIFFA WASTE SERVICES	Waste collection
BT	Line rental
CORONA	Gas
EFD ENERGY	Streetlight power
ENGIE	Electricity
FIRST DATA	Card processing machine (1)
FOCUS	Helpline number
PAS UTP	Card processing machine (2)
SIEMENS FINANCIAL	Drinks machine

FRPC ANNUAL SUBSCRIPTIONS

Ashdown (Holtye) CPD Ltd (H&S)

Association/ Society of Local Council Clerks

Council HR & Governance Support (HR)

Information Commissioner (Data Protection)

Institute of Cemetery & Crematorium Management

Motion Picture Licensing

National Association of British Market Authorities

National/East Sussex Association of Local Councils

Open Spaces Society

PPL/ PRS (music licence)

Rural Support Network

Wealden Association of Local Councils