

Blaby District Council
Parish Remuneration Panel

Date of Meeting	1 October 2025
Title of Report	Parish Council Remuneration consideration of allowances and expenses for Parish Councillors
Report Author	Elections and Governance Manager

1. What is this report about?

- 1.1 This report seeks to establish the views of the Remuneration Panel with respect to the payment of allowances and expenses to Parish Councillors

2. Recommendation

- 2.1 That the panel review and update its recommendations in respect of parish councillor remuneration and expenses.

3. Reason for Decisions Recommended

- 3.1 It is appropriate for the panel to consider requests from parish councils to advise on what allowances or expenses should be paid.

4. Matters to consider

4.1 Background

Glenfield Parish Council has requested that the panel review and update its recommendations to parish councils in respect of remuneration and expenses payable to parish councillors.

The panel last convened in 2015 and it is therefore considered appropriate for the recommendations of the panel to be updated.

There are 19 Parish Councils, 1 Town Council and 4 Parish Meetings in the Blaby District area. A parish council is the first tier of local government. Each parish council has elected representatives, known as parish councillors, who are responsible for representing the parish area.

Parishes fulfil a variety of responsibilities and functions, including:

- Local Services- management of allotments, parks, community buildings, public toilets, bridleways, burial grounds, bus shelters, car parks, traffic calming measures and sports facilities
- Community representation- commenting on planning applications
- Events- many parishes hold community events and tourism activities

The size of each Parish Council varies greatly, ranging from 5 to 18 parish councillors.

The amount of council tax (precept) each parish receives also varies, and consequently the budget each parish council has is different.

Legislative background

The Local Authorities (Members' Allowances) (England) Regulations 2003 govern the payment of allowances and expenses to members of parish councils. The establishment of an independent remuneration panel is automatic in respect of the allowances payable to members of a district, county council and London Borough Council. This is not the case for the consideration of Parish allowances and expenses. However, it is considered good practise for a Parish Remuneration Panel to make recommendations to parishes in the local area in respect of allowances and expenses.

A Parish or Town Council can determine whether or not to pay allowances and expenses whilst having regard to the advice of this panel.

- Regulation 28(1) provides that a parish remuneration panel must produce a report making recommendations, in accordance with the provisions of Reg 29, as to (a) the amount of parish basic allowance payable to members of the parish councils it was established for and (b) the amount of travelling and subsistence allowance payable to members of such authorities.
- Regulation 25 (2) provides that a parish council can determine to pay a parish basic allowance, to its chairman only or to each of its members.
- Members are limited by Regulation 25(10) to mean elected members- this means a co-opted member of the council cannot be paid a basic allowance.
- Regulation 26 (1) provides that a parish council may pay to its elected and coopted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories:
 - (a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any other body to which the council makes appointments or nominations, or of any committee or sub-committee of such a body;
 - (b) the attendance at a meeting of any association of authorities of which the council is a member;

- (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (d) the performance of any duty in connection with the discharge of any function of the council conferred by or under any enactment and empowering or requiring the council to inspect or authorise the inspection of premises; and
- (e) the carrying out of any other duty approved by the council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council or of any of its committees or subcommittees.

4.2 Proposal(s)

The panel are asked to consider and update its previous recommendations as listed below:

1. An allowance to elected Parish/ Town Councillors can be paid, and that allowance should be no more than £200 per year.
2. An allowance cannot be paid to a co-opted Councillor
3. The Chairman of a Parish/Town Councillor can receive a higher amount of an allowance to those of other Councillors, but all other Councillors must receive the same amount.
4. 4. The amount payable for travel and subsistence should be based on the HMRC rates and those contained in the Blaby District Council Allowances Scheme. Councillors should not seek to recover travel expenses when travelling within the parish.

4.3 Relevant Consultations

All parish councils were consulted for their current Scheme of Allowances.

4.4 Significant Issues

None.

- 4.5 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities and there are no other areas of concern.

5. Environmental impact

- 5.1 No Net Zero and Climate Impact Assessment (NZCIA) is required for this report.

6. What will it cost and are there opportunities for savings?

- 6.1 The costs in relation to allowances and expenses would be met from the parish budgets and is a matter for consideration by the Parish itself when determining whether it is to pay allowances and expenses.

7. What are the risks and how can they be reduced?

- 7.1 None.

8. Other options considered

- 8.1 None. It is appropriate for the panel to review its advice to parish councils.

9. Appendix

- 9.1 Appendix A- Information from Parish Councils
9.2 Appendix B- NALC Councillors' Allowances Legal Topic Not

10. Background paper(s)

- 10.1 [Public reports pack 28092015 1700 Parish Remuneration Panel.pdf](#)
10.2 [Report of the Parish Remuneration Panel.pdf](#)

11. Report author's contact details

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