



MEMBERS' ALLOWANCES SCHEME – 2022/23

The Members' Allowances Scheme operating from 1st April 2013 provides for the following:

1. Payment of a Basic Allowance of £200 to every Councillor for the year.

Payment will be made in an annual instalment in advance. Members wishing to elect not to receive any Basic Allowance to which they are entitled should write to the Clerk as soon as possible.

2. Travelling expenses will be paid for attendance at approved meetings.
The list of approved duties is set out in Schedule below.

3. Where the requirements of paragraph 2 are met a travelling allowance for use of a private car will be paid at the following rates:

Car - 45 pence per mile

Motorcycle - 24 pence per mile

The current bicycle allowance is 20p per mile.

The above rates are subject to the equivalent standard rail fare for the journey being payable where this is lower. An enhanced travel allowance for shared vehicle use of 10 pence per mile for the first passenger and 6 pence per mile for the second and subsequent passengers is also payable.

In relation to travel between a Member's home and the Council office the travel allowance can only be claimed and paid for mileage from and to the Parish boundary. This restriction should not apply to travel on official duties outside of the Parish.

Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, part of the basic allowance together with travel and subsistence allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended be withheld by the Council.

ADMINISTRATION

All payments will be made on an annual basis by direct transfer to your bank account. Basic Allowances will attract income tax and National Insurance deductions where appropriate.

Travelling Allowances being reimbursements are not subject to National Insurance deductions. Any mileage expenses, above the Inland Revenue's Approved Mileage Allowance Payments (AMAP) are taxable. The AMAP for a car is 45p and 24p for a motorcycle.

Members' claims for travel should be sent to the Clerk by the 20th of each month.

Details of payments made by bank transfer will be despatched to Members no later than the end of the month of payment.

Queries as to whether an allowance is payable and relating to payments received should be directed to The Clerk.

SCHEDULE APPROVED DUTIES

The following meetings are specified as an approved duty for the purpose of determining eligibility for travel and subsistence allowances:

- (a) Council, Sub-Committees, Working Groups,
- (b) Local Authority Associations of which the Council is a Member;
- (c) Formal Site Visits and other meetings authorised by the Council;
- (d) Seminars and training by the member for the Council;
- (e) Outside organisations (including associated attendances) to which the Member has been appointed by the Council.
- (f) Ad hoc attendances approved by the Council.