WINGHAM PARISH COUNCIL

COUNCILLOR ALLOWANCES

Updated and Approved at a meeting of Council on Monday 9 February 2026
(Amended 13 July due to change in HMRC AMAP figures)

The Local Authorities (Members Allowances) (England) Regulations 2003 provide that a Parish Council may pay a parish basic allowance for each year to each of its members. The amount of the allowance payable to the Chairman may differ from that payable to other members of the authority; but otherwise the amount must be the same for each member. The Regulations also provide that a Parish Council may pay to its members a travel and subsistence allowance including an allowance in respect of travel by bicycle or by other non-motorised form of transport, undertaken or incurred in connection with the performance of various prescribed duties. In the case of both allowances, the Parish Council must have regard to recommendations contained in a report of an independent parish remuneration panel.

PARISH BASIC ALLOWANCE Following the Town and Parish Quadrennial Review in January 2026, the East Kent Joint Independent Parish Remuneration Panel recommended the level of the basic parish allowance for Wingham Parish Councillors (Band D) be £280 per year and the Parish Chairman's Basic Allowance (Band D) be £560 per year. Wingham Parish Council accepts this recommendation.
Both the Councillor and Chairman basic allowances may only be paid to elected members

How to Claim Parish Basic Allowance In preparation for setting the budget for the following financial year, the clerk will hand out Councillor Allowance slips at the November meeting to be completed by each councillor. This states the current Basic Allowance rate and asks each councillor to declare whether they wish to receive the allowance.

TRAVEL & SUBSISTENCE ALLOWANCE A discretionary allowance for travel and subsistence to elected, co-opted or appointed members may be paid for the following, but only when they occur outside the parish boundary:-

- Attending a meeting (or committee or sub-committee) of the Parish Council
- Attending a meeting (or 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 an enactment and empowering or requiring the Parish Council to inspect or authorize the inspection of premises
- Any other duty approved by the Parish Council in connection with discharging the duties of the Parish Council or its committees or sub-committees

In accordance with Remuneration Panel recommendations, the HMRC Approved Mileage Allowance Payments (AMAP) Scheme model will be used for travel payments. The current rates are as follows:-

	First 10000 business miles in the tax year	Each business mile over 10000 miles in tax year	Passenger rate per mile (colleagues only - per passenger)
Cars and Vans	55p	25p	5p
Motorcycles	24p	24p	n/a
Bicycles	20p	20p	n/a

In the case of public transport, the level of allowance paid will be equal to the actual cost of travel. All remuneration will be at the HMRC AMAP rate at the time of the claim.

How to claim Travel & Subsistence Allowance
Claims for this allowance should be made in writing to the clerk within 4 weeks of the meeting or duty undertaken, stating the reason for the claim and mileage to be claimed. Public transport receipts must be provided where applicable.