

WINGHAM PARISH COUNCIL
COUNCILLOR ALLOWANCES

Discussed and approved at a meeting of Council on 12 October 2015

NOTE: In preparation of this document, Wingham Parish Council accept the recommendations of the DDC Town & Parish Council's Quadrennial Review undertaken by the East Kent Joint Parish Independent Remuneration Panel in March 2015

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 2015, the Remuneration Panel recommended that the level of the basic parish allowance for Wingham Parish Councillors be £150 per year and the Parish Chairman's Basic Allowance be £300 per year.

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 or not they wish to receive the allowance.

TRAVEL & SUBSISTENCE ALLOWANCE

A discretionary allowance for travel and subsistence to both elected and co-opted councillors 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 the Remuneration Panel recommendations, the HMRC Approved Mileage Allowance Payments (AMAP) Scheme model will be used for travel payments. These are:-

	First 10000 business miles in the tax year	Each business mile over 10000 miles in tax year
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

In the case of public transport, the level of allowance paid will be equal to the actual cost of travel.

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.

WINGHAM PARISH COUNCILLOR ALLOWANCE DECLARATION SLIP
PLEASE READ THE COUNCILLOR ALLOWANCES PROCEDURE BEFORE COMPLETING

**In accordance with the:-
LOCAL AUTHORITIES (MEMBERS ALLOWANCES) (ENGLAND) REGULATIONS 2003
and recommendations of the
EK JOINT INDEPENDENT REMUNERATION PANEL QUADRENNIAL REVIEW 2015**

Allowances for the financial year 2016/17

I hereby give notice that ***I DO / DO NOT** wish to receive the Parish Basic Allowance
(presently £150** for councillors; £300** for Chairman) for the financial year 2016/17
***payable to elected members only*

and

I hereby give notice that ***I DO / DO NOT** wish to receive the Travel and Subsistence
Allowance** during the financial year 2016/17
*** payable to both elected and co-opted members*

** Delete as applicable*

Signed

Name Date
Councillor, Wingham Parish Council

Updated October 2015



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Signed

Name Date
Councillor, Wingham Parish Council

Updated October 2015