

SOUTHWATER PARISH COUNCIL

MEMBERS' ALLOWANCE POLICY



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1. Introduction

- 1.1. The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

2. Types of Allowance

- 2.1. These regulations allow Parish Councils to pay a **basic parish allowance** (Regulation 25) to its chairman only or to each of its elected members. Co-opted members do not qualify for the basic parish allowance. The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member.
- 2.2. The regulations also allow payment of a **parish travelling and subsistence allowance** (Regulation 26). Travel and subsistence allowance can be paid to elected and co-opted members. Parish Council members are not entitled to claim a dependants' carer's allowance.
- 2.3. The Local Government Act 1972 s.15 (5) states a local council may pay a **chairman's allowance** for the purpose of enabling him to meet the expenses of his or her office. A co-opted member elected as the chairman is entitled to the chairman's allowance, but not the basic parish allowance.
- 2.4. The basic parish allowance and chairman's allowance are not salaries. They are figures calculated to cover expenses which are normally associated with the duties of being a local councillor. Travelling and subsistence allowances (expenses) are used to reimburse members for specific expenses incurred while attending meetings, training course or events on behalf of the council.

3. Setting Levels of Allowances

- 3.1 Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a parish remuneration panel may be established by a responsible authority, which is defined as a district or unitary authority.
- 3.2 When convened, a parish remuneration panel will produce a report making recommendations including:
 - i. The amount of basic parish allowance payable to elected members
 - ii. The amount of chairman's allowance payable (if different to the basic parish allowance)
 - iii. The amount of travelling and subsistence allowance payable

- 3.3 Parish Councils must take into account these recommendations when setting their levels for allowances.

4. Procedure and Payment

- 4.1 Payment of participation allowances (basic parish allowance and chairman's allowance) will be made quarterly to eligible members. Travel and subsistence allowances are treated as expenses and reclaimed via an expenses claim form.
- 4.2 When paying participation allowances to elected members, local councils are obliged by law to deduct income tax, where appropriate, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the allowances are likely to be below the lower earnings limit.
- 4.3 At the end of the financial year, the Council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member allowances. This information will be made available on the Council's website.
- 4.4 A member is able to elect in writing to the Executive Officer that he or she wishes to forgo all or part of their entitlement to the allowances.
- 4.5 The Council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

Scheme of Members' Allowances

(PARISH COUNCILLORS' ALLOWANCES)

LOCAL GOVERNMENT ACT 2000 – THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003 REG 25(6)

Southwater Parish Council in exercise of the powers conferred by Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 gave notice that at its meeting on 15th May 2022 it made a Scheme of Members' Allowances and approved its Members' Allowances Policy, which came into effect. The Scheme was reviewed in September 2023 and December 2023 by the HR Committee in accordance with the Scheme of Delegation.

The Parish Council's Scheme is based on the recommendations contained within the Report of the independent Remuneration Panel under Regulation 30 of the Local Authorities (Members' Allowances) (England) Regulations 2003. The latest Remuneration Panel Report (April 2021) can be viewed [here](#) (on Horsham District Council's website). In reaching its decision to pay Members' Allowances it has had regard to the Panel's report.

SCHEME OF MEMBERS' ALLOWANCES
<p>The Councillor Allowance Annual Rate set would be £330.00 for the forthcoming financial year 2024-25</p> <p>This is represented as 6.0% of £5,470.50 (as stated in the Report of the Horsham District Council Independent Remuneration Panel April 2021)</p>
<p>To pay a Parish Council Chairman Allowance of £400.00 for the forthcoming financial year 2024-25</p> <p>This allowance falls outside the Members' Allowance Regulations and is payable under Local Government Act 1972 S15 (5)</p>
<p>That Travel and Subsistence Allowance (Expenses) be paid to Members in relation to their duties during the year.</p> <p>Budget provision set annually.</p> <p>The total amount set was £150 for 2023-24 onwards.</p>

The Scheme of Members' Allowances took effect from 15th May 2022 and for subsequent years.