

EYTHORNE PARISH COUNCIL

EXPENSES AND ALLOWANCES POLICY

INTRODUCTION

The Local Authorities (Members' Allowances) Regulations 2003 (SI.2003/1021) came into force on 1st May 2003. Part 5 deals specifically with Parish (and Town) Councils, which is chiefly covered in this policy.

1. PARISH BASIC ALLOWANCE

1.1 A Parish Council is able to pay a Parish Basic Allowance for each year to its Chairman only or to each of its elected members (regulation 25). The amount payable to the Chairman may differ from that of other members (i.e. a higher sum could be paid because of the extra duties that may be required of the Chairman) but otherwise the sum shall be the same for each member.

1.2 The allowance is not a salary. It is a figure, which is calculated to cover the expenses, which are normally associated with the basic duties of being a local Councillor. Travelling and subsistence allowances are treated separately (see below).

1.3 As soon as reasonably practical after setting the levels at which the allowance is to be paid and to whom, the Council must arrange for the publication in a conspicuous place for a period of at least 14 days, a notice containing the following information:

- a) any recommendation in respect of Parish Basic Allowance made by the Parish remuneration panel;
- b) the level or levels at which the authority has decided to pay Parish Basic Allowance and to which members it is to be paid; and
- c) a statement that in reaching the decision, regard was had to the recommendation of the Parish remuneration panel.
- d) the regulations also require a notice to be published when the report of the Parish remuneration panel is made to the Council.
- e) the Council has to keep a copy of the information referred to in the notice available for public inspection on reasonable notice.

2. PARISH COUNCILLOR'S TRAVELLING AND SUBSISTENCE ALLOWANCE

2.1 The council may pay to both elected and co-opted members allowances in respect of travelling and subsistence, undertaken or incurred in connection with the performance of any duty within the following categories:

- a) the attendance at a meeting of the Council or of any committee or sub-committee of the Council,
- b) the attendance at a meeting of any association of authorities of which the council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;
- e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.

3. CLERKS EXPENSES

3.1 The Clerk will be able to claim the following expenses:

- a) travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking
- b) subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council
- c) contribution towards the cost of computer or other office equipment
- d) stationery, postage and printing costs and other office consumables
- e) connection and rental of telephone line and internet/broadband and the cost of telephone calls made by the Clerk from home on Council business
- f) reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for Council business