



## Councillor Allowance Scheme

Parish Basic Allowance – Regulation 25 1 An authority may pay an allowance for each year ("parish basic allowance") to its Chairman only; or to each of its members, and the amount of that allowance payable to its Chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such member. Where an authority proposes to pay parish basic allowance, whether to its Chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with Regulation 28. The parish basic 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.

The existing Regulations do not permit parish Councillors to claim for out-of-pocket expenses, i.e. stationery items such as printer ink, stationery and other such expenses that are necessary in carrying out their parish Councillor duties. In order to provide a degree of recompense for these expenses, it was proposed that a parish basic allowance scheme would be set at £579 per annum paid monthly. Such amount to be reviewed annually. The Chairman would receive an additional allowance of 50% of the basic allowance.

All elected Members of the Council will be entitled to be paid a Parish Basic Allowance.

Co-opted Members are not entitled to the Basic Allowance; only elected Members are legally entitled to receive it. Co-opted Members are however, allowed to claim all relevant travel costs and duly-approved subsistence allowances.

### Travelling Expenses

Travelling expenses are reimbursed for journeys undertaken in the performance of official duties outside of the Parish boundaries. Travel expenses shall be paid to councillors at the HMRC approved rate of 45p per mile for journeys outside of the Parish boundary while undertaking duties that are essential to their role, as follows:

- a) The attendance at a meeting of the Council or of any committee or sub-committee, of the Council, or of any body to which the Council makes appointments or nominations or of any committee or sub-committee of such a body, which takes place outside of the Boxley Parish boundary.
- b) The attendance at a meeting of any association of which the council is a Member, if held outside the Boxley Parish boundary.
- c) The performance of duties in connection with a tender process which requires travel outside the Boxley Parish boundary.
- d) The performance of any duty (outside the Boxley Parish boundary) 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.
- f) If Members are to be travelling on behalf of the Council by car, the availability, practicality and value of car sharing should be considered.
- g) If a Member is using a car, or other privately owned vehicle for a purpose relating to their activities as a Member of the Council, Members must ensure that their insurance company is fully aware that the car is being used for 'Business' purposes.
- h) Where travelling, on behalf of the Council, to venues that are judged to be a significant distance outside of the boundaries of the parish, consideration may be given to travel by other methods of transport, e.g. coach, train, etc. In these circumstances, prior agreement to use and travel via these alternative means must be given by the Council.
- i) Any expenditure incurred on tolls and/or parking fees will be considered for reimbursement upon receipt of evidence of the charge/s incurred. However, any parking fines and any other fines incurred by Members whilst on Council duties and business will not be reimbursed by the Council.

### **Subsistence Allowances**

No expenses will be paid for subsistence except in exceptional circumstances, to be approved by the Council, in advance, in connection with the discharge of the functions of the authority or of any of its committees or sub-committees, outside of the Boxley Parish boundary.

### **Claims and Payments**

All newly elected Members will be required to provide personal and bank/building society details to the Clerk in order to allow payments to be made.

The Basic Allowance is paid, together with any travel costs and/or subsistence allowance claims, directly into a Member's bank/building society account. There is no facility for cash or cheque payment in relation to Allowances or claims.

The Basic Allowance will be paid monthly to Members via the payroll system

It is a condition of the payment of travelling costs and any duly-approved expenses, that the duty for which a Member is paid has been approved by the Council, or by the relevant Committee. The Council or Committee, in accordance with this scheme, are the final arbiters on whether reimbursement should be paid and reserve the right to withhold reimbursement at their discretion. If such a claim is not reimbursed, the Council or Committee will embody the reasons for refusal in a resolution, which will be recorded in the minutes of the meeting.

### **Travelling and Subsistence Allowance Advances**

Under normal circumstances, Members are expected to pay initially for the costs of travelling (and where approved) subsistence expenses. However, the Clerk can, upon request, arrange for an advance payment of travelling and subsistence expenses to be made in respect of attendance at conferences, seminars, etc., particularly where an exceptional circumstances, overnight stay is involved.

### **Members Appointed to Represent the Council on Outside Bodies**

Members attending meetings of outside organisations, where attendance has been confirmed by Council, i.e. at the Annual Meeting or a later Council Meeting, and the

meeting is held outside of the Parish boundary, are entitled to claim travelling expenses from the Council.

However, if the Member is appointed to represent the Council on an outside body where they are entitled to claim Attendance Allowance from those bodies, expenses should be claimed from that body.

Those Members attending meetings and events where they have not been previously approved to do so by the Council or relevant Committee should not as a rule be reimbursed for their attendance.

### **Claim Forms for Travelling and Subsistence Allowances**

Claim forms are provided for the purpose of claiming travelling expenses and subsistence allowances and a pro-forma is attached in Appendix B.

Attention is drawn to the need for a full description of the approved duty and all amounts being claimed in respect of travelling and subsistence, together with the relevant subtotals to be entered on the claim form.

Whenever claims for travelling and/or subsistence expenses are being made by Members, all necessary receipts, tickets and supporting documentation relating to the claim shall be provided to the Clerk.

Reimbursement of travelling costs and any subsistence expenses will be paid on the 22<sup>nd</sup> of the following month.

### **Withholding of Allowances**

If a Member is fully or partially suspended from duties on the recommendation of Maidstone Borough Council's Monitoring Officer/Standards Committee, the Basic Allowance will be fully or partially withheld.

**Adopted by Council April 2026**