



BEARSTED PARISH COUNCIL

COUNCILLOR ALLOWANCE & EXPENSE POLICY

Document Reference – BPC_POL58

BACKGROUND AND LEGISLATION

1. **The** following Bearsted Parish Council (BPC) Councillor Allowance and Expense Policy is based upon The Local Authorities (Members' Allowances) (England) Regulations 2003 regulations ¹ and upon recommendations made by the Parish Independent Remuneration Panel (IRP).
2. This Policy replaces all previous BPC policies, resolutions and practices in relation to Councillor Allowances and Expenses.

REVIEW

3. The Policy shall be reviewed every two years by the Finance Committee and referred to Full Council (FC) for approval.

INDEPENDENT REMUNERATION PANEL RECOMMENDATIONS

4. BPC has taken into account the following recommendations from the IRP in respect of parish councillors' allowances:
 - a. Parish councils may choose to pay a Parish Councillor Allowance, up to 15% of the Borough Council's Basic Allowance².
 - b. Parish councils may choose to pay a Chairman's Allowance, up to 15% of the Borough Council's Basic Allowance. This may be paid in addition to, or instead of, the Basic Allowance.
 - c. Where a councillor (member) is suspended or partially suspended, all or part of their allowance, including travel and subsistence allowances, shall be withheld.

¹ <https://www.legislation.gov.uk/uksi/2003/1021/contents/>

² £700 (seven hundred pounds) as at June 2021

- d. A Councillor may elect not to receive all or part of any allowance.
- e. Councillors' allowances should increase annually by the percentage cost of living increase in line with Borough policy.
- f. Motor mileage allowance (MMA) should be in line with HMRC recommendations e.g. 45p per mile (for a car) as at FY 21/22.

June 2021

COUNCILLOR ALLOWANCES

- 5. **General.** BPC may pay an allowance of £24 (as at 2021)³ to elected members⁴ for each parish council meeting that they attend. This shall be to a maximum of 20 meetings p.a. All payments shall be paid by electronic bank transfer.
- 6. **Account Details.** Councillors shall ensure that the Clerk holds accurate bank details to enable remuneration by electronic transfer. Payments shall not be made in any other manner than by electronic transfer, subject to any amending vote by Full Council or emergency measure agreed by the BPC Finance Committee.
- 7. **Approval Process.** Allowances are to be reviewed by the Finance and General Policy Committee before being recommended to the Full Council for approval. Approved councillors' allowances are paid after the year end as a transfer to a councillor's bank account.
- 8. **Chairman's Allowances.** Actual expenses associated with the Chairman's role can be re-claimed in the same manner as for all councillors and co-opted members.
- 9. **Chairman's Budget.** BPC has resolved to allocate an annual Chairman's Budget of £500 p.a. to be used at the Chairman's discretion for items related to the office of Chairman.
- 10. **Surrender of Allowances.** Any councillor may voluntarily forgo their allowance or any part thereof. Councillors wishing to exercise this right must do so, in writing, to the Clerk not less than 4 weeks before the end of the current financial year.
- 11. **Publication.** BPC will publicise allowances and display relevant notices for at least 14 days on the noticeboard outside the BPC Office and on the BPC website.

³ Subject to all tax and NI contributions

⁴ Local Authorities (Members Allowances) (England) Regulation 2003 - England

12. **Transparency.** The BPC Parish Independent Remuneration Panel report may be inspected on application to the Parish Office during normal opening hours. Copies of the report or information about allowances can be supplied via e-mail or in paper form.

EXPENSE CLAIMS

13. Councillors, including co-opted members, may claim expenses associated with BPC business by making an Expense Claim.

14. **Travel and Subsistence.** Councillors and co-opted members may claim travel and subsistence expenses in line with current BPC policies.

- g. **MMA.** MMA expenses for a motor car may be paid at a rate of 45p per mile for the first 10,000 miles per tax year when travelling outside of the Parish on BPC business. Remuneration for expenses using other methods of transport shall be in line with current HMRC guidance or extant BPC policies.

15. **Claims Procedure.** Councillors must submit a signed Expenses Form to the Clerk with original or certified copies of receipts

16. **Authorisation.** Prior to payment, expenses are to be considered by the Finance & General Policy Committee who are to make recommendations to Full Council for approval.

END