

# **STAPLEHURST PARISH COUNCIL**

## **BASIC PARISH ALLOWANCE POLICY**

## 1. Introduction

- 1.1 Section 100, Local Government Act 2000 makes provision to enable Parish Councils to pay Councillors Allowances;
  - Allowances made payable to members of a Parish Council
  - Travelling and subsistence allowances payable to members
  - Allowances payable to members for attending conference and meeting
- 1.2 The Parish Councillors who have been co-opted are **not** entitled to the allowances.
- 1.3 Under Regulation 27 a Parish Council must consider the Independent Remuneration Panel report.
- 1.4 If the Parish Council agrees to pay the Councillors allowances:
  - **Basic Parish Allowance** – 10% of MBC = £564, note tax, national insurance etc applies.
  - **Travel**– 0.45p per mile (car) – only for travel out of Parish
  - **Subsistence** - in-line with MBC subsistence policy below

“are entitled to claim a subsistence allowance when, in attending meetings which relate to functions of the Council, they are kept away from their normal place of residence for significant periods of time at certain times of day. Subsistence will only be paid upon the production of a receipt for the purchase of a required meal. If Councillors or Co-opted Members are attending a meeting or function where a meal is provided for them they are not entitled to claim a subsistence allowance. If a Councillor or Co-opted Member attends an approved Conference which includes an overnight stay away from his/her usual place of residence the Councillor or Co-opted Member can claim the cost of an evening meal up to a maximum of £20 per head, provided they submit a receipt with the Travelling and Subsistence Claim Form. Members and Co-opted Members are reminded that any Travelling and Subsistence Claim Form should be submitted within two months of the approved duty for which they are claiming.

## 2. Parish Chairman

- 2.1 Chairmans allowance -15% of MBC = £845, note Tax, National Insurance etc applies.

## 3. Process

- 3.1 It is the Clerk's duty to write to all eligible Councillors within one month of the election and subsequently each June.
- 3.2 A Parish Councillor has to respond to the Clerk in writing to forgo their Basic Parish Allowances.

#### **4. Transparency**

- 4.1 The Clerk shall publish on the Council's website a list of those Councillors who chose to receive the Basic Parish Allowance and the Basic Parish Allowance report each year on the Parish Council website.

#### **5. Adoption**

This policy supersedes any former policy and was adopted by Staplehurst Parish

Council on .....2<sup>nd</sup> April 2024.....Minute...2213/6.2.....