

SCHEME OF MEMBERS' ALLOWANCES for 2014/2015

This Scheme is made under the terms of the Local Authorities (Members' Allowances) (England) Regulations 2003.

Basic Allowance:

All councillors receive a Basic Allowance of £700 per annum. This is paid in 2 instalments, one in April and one in October, and is subject to both tax and National Insurance contributions where applicable. It is the councillor's responsibility to notify HM Customs and Revenue of any income derived under this scheme.

The Council pay an added allowance to the chairman of £500 to cover the expenses of the office under the terms of the Local Government Act 1972 s15(5)

If a councillor ceases to be a councillor before the end of his or her term of office, payment of the allowance ceases and a pro rata calculation is made to ensure that the councillor receives the right amount of allowance. The entitlement to payment is calculated on a daily basis over a given year. If necessary, an adjustment for under or overpayment may have to be made to ensure that the correct final payment is made, and the Council reserves the right to recover any overpayments of Basic Allowance.

The Basic Allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents. It is also intended to cover incidental costs, such as the use of their homes for council business

Travel and Subsistence

Councillors may claim the standard Approved Mileage Allowance Payment for the first 10,000 miles of mileage carried out in the course of their council 'Approved Duties':

45p per mile for motor vehicles.

24p per mile for motorcycles.

20p per mile for a bicycle.

In some instances, mileage claims may be liable for tax and National Insurance contributions. It is for the individual member to establish his/her own position with Inland Revenue.

Councillors will be reimbursed the full cost of travelling on public transport at standard class rates whilst carrying out Approved Duties, provided a valid receipt, bus ticket etc is produced to substantiate the claim.

All reasonable claims for subsistence expenses whilst carrying out Approved Duties will be paid, provided they are supported by valid receipts. As there is no profit element in the payment of subsistence claims, this allowance is not subject to tax and national insurance contribution

Claimable Allowances

There is a 3 month time limit for submitting claimable allowances.

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Forgoing Allowances

A councillor may forgo all or part of any allowances to which they are entitled, provided they have given notice in writing to the Clerk of the Council. A councillor can revoke any previous decision made under this clause by giving notice in writing to the Clerk to the Council, and payments will commence from the date that the Clerk is in receipt of any such notice.

Suspensions and Withholding Allowances

In the event of a councillor being suspended for a breach of the Code of Conduct adopted by the Council on 5 September 2012, allowances will not be paid to the councillor concerned during the period of suspension.

If necessary, a pro-rata calculation will be made based on the number of days in the Council year concerned to determine if an adjustment for under or overpayment needs to be made to ensure that the correct amount is withheld during the suspension period. The Council reserves the right to recover any overpayments.

Approved Duties

Approved Duties under the scheme for which the Travel and Subsistence Allowances is payable, is defined as: Duties undertaken as a member of the Council outside the parish of Walton.

Indexing

There is no provision for indexing at present in the scheme. The allowances will be reviewed annually as part of the budget setting process and adjusted accordingly after review by the Finance and Administration Committee.

Duration

The above Scheme of Allowances is operative from 1 April 2017 until 31 March 2018 or such other time as agreed by Council.