



**Buckingham Town
Council**
**Councillor Allowances
Policy**

Date Agreed: 11th June 2012
Minute Number: 120.2/12
Prepared by: Mr. C.P. Wayman
Version: 1.3

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021) cover Buckingham Town Council.
2. The Independent Remuneration Panel established by the District Council will provide recommendations to the Town Council on amounts of allowances to be paid.
3. The Town Council may decide to pay less (including paying no allowances) to Members but must have regard to the recommendations from the Independent Remuneration Panel in setting the level of allowances.
4. The Town Council may pay the Chairman a higher amount than the other Members.
5. The Town Council cannot pay allowances to co-opted Members.
6. After setting the levels at which the allowance is to be paid and to whom, the Town Council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, 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
7. The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021) require a notice to be published when the report of the parish remuneration panel is made to the council and ensure that copies are available for public inspection on reasonable notice;

A notice must be published in a conspicuous place for a period of at least 14 days which:

- i. states that it has received the recommendation
 - ii. describes the main recommendations and specifies the recommended amounts of each allowance and
 - iii. states that copies of the panel's report are available for inspection upon giving reasonable notice and give details of how a request to inspect should be given.
8. The council pays to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non motorised form of transport, 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 subcommittee of the council, or of anybody to which the council makes appointments or nominations or of any committee or subcommittee of such a body;
 - 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.
9. The Town Council will set the travel and subsistence allowance in line with the recommendation of the Independent Remuneration Panel. (Please see information at the end of the policy)
10. The Town Council will not subsidise the costs of travel within the Town Council area, unless the Council or one of its Committees makes a specific exception, and then it would only apply in that case for the specific amount of time.
11. The Town Council will arrange for cheques to be issued for the allowances in March of the financial year (apart from the Mayors allowance, see below). Travel and subsistence claims must be submitted on the relevant form within two calendar months of the expenditure being incurred.
12. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can again be charged.
13. At the end of a year (31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for the parish basic allowance and for the parish travelling and subsistence allowance.
14. A member is able to elect in writing to the clerk that he or she wishes to forgo all or any part of their entitlement to the above allowances. If a member subsequently decides that they do not wish to forgo an allowance this will apply only in respect of future payments from the date of notification with no entitlement to back payments.
15. The regulations provide for the recovery of allowances already paid to a member where for example, that member has been disqualified for a period of time following a complaint being made to the Standards Board for England.
16. When paying participation allowances to elected members, local councils are obliged by law to deduct income tax.
17. In March of any year the Town Council Office will contact Councillors with a details form to allow the processing of Councillors Allowance; this will include details

needed to process income tax deduction. Members will need to complete the form in full and ensure it is returned to the Town Council office promptly for processing.

18. The Town Council will provide the Mayor of the Council with a budget for conducting Mayoral Events e.g. Mayor Making, Civic Service etc. which is to be administrated by the Town Council Office.

19. The Town Council will provide the Mayor with a budget for attending functions which the Mayor has been invited to. The amount would be paid half yearly in May and November. The Mayor will need to provide copies of receipts (or proof of cost e.g. ticket) detailing the expenditure for attending events. If the Mayor does not use the full amount of the budget the money will need to be returned to the Town Council.

20. Rates for reimbursement:

Annual Allowance for Councillors £540

Annual Allowance for Mayor (Chairman) £3,000 (includes expenditure on Mayoral events)

Mileage 45p per mile for cars (recommended by the Independent Remuneration Panel based on HMRC VAT exemption rate)

Mileage 24p per mile for motorcycles

Bus/Train Fares and Car Parking Fees Reimbursement of actual costs incurred.

Meals

Breakfast - £6.06 when duties or travel time commence before 7.30 am

Lunch - £8.37 when duties or travel time take place over the period from noon to 2 pm

Evening Meal - £10.36 when duties or travel time extend after 8 pm