

# Nythe Eldene & Liden Parish Council

Liden Library, Barrington Close, Liden, Swindon SN3 6HF

## COUNCILLOR ALLOWANCES POLICY

1. The Local Authorities (Members' Allowance) (England) Regulations 2003 (SI.2003/1021) cover Nythe Eldene Liden Parish Council.
2. The Independent Remuneration Panel established by Swindon Borough Council will provide recommendations to the Parish Council on amounts of allowances to be paid.
3. The Parish 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 Parish Council may pay the Chairman a higher amount than the other Members.
5. The Parish Council will not pay allowances to co-opted Members.
6. After setting the levels at which the allowance is to be paid, the Parish Council must arrange for the publication in a conspicuous place for a period of at least 14 days with 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
  - 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) Regulation 2003 (SI.2003/1021) require a notice to be published when the report of the parish 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:

  - a) States that it received the recommendations
  - b) Describes the main recommendations and specifies the recommend amounts of each allowance and
  - c) 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 in respect of travelling and subsistence and details can be found in the Expenses policy.
9. The Parish Council will arrange for payment of the allowances in September and March of the financial year.
10. 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 of the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.
11. 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 that the total amount that it has paid for the parish allowance and for the parish travelling and subsistence allowance.
12. 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 members subsequently decides that they do not

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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.

13. 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 complain being made to the Standards Board for England.
14. When paying participation allowances to Members, local councils are obliged by law to deduct income tax.
15. In March of any year the Clerk 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 need to complete the form in full and ensure it is returned to the Clerk promptly for processing.
16. Rates for reimbursement:  
Annual Allowance for Councillors - £879  
Annual Allowance for Chairman - £2636