

## **WEST BLETCHLEY COUNCIL**

### **SCHEME OF COUNCILLORS' ALLOWANCES Revised April 2018**

1. This Scheme is made under the terms of the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. At a meeting of the Council on 24<sup>th</sup> April 2017, it was agreed that the Council would adopt this updated Scheme after taking into account the recommendations made by the Independent Remuneration Panel in 2014.
3. West Bletchley Council currently has 28 councillors, who serve a 4 year term of office and are entitled to receive allowances under this scheme.

#### **Basic Allowance**

4. All elected Members receive a Basic Allowance, currently £716.30 per annum and the Chair receives a Chair's Allowance of currently £1430.57 per annum in lieu of the Basic Allowances. These allowances are paid quarterly in arrears in June, September, December and March of each year. Allowances are paid via the Council's payroll provider and are subject to deductions of Income Tax and NI as appropriate.
5. If an elected Member 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.
6. The Basic Allowance is intended to recognise the time commitment of all elected Members, 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 home for council business.

#### **Travel and Subsistence**

7. Travel and subsistence expenses are only payable in respect of duties undertaken or meetings attended, "outside" of the Parish boundary, approved by the Council.
8. Re-imbursment to Councillors for travel and subsistence will be paid at the current rates agreed by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) for the re-imbursment of Council officers.

9. In some instances mileage claims may be liable for tax and National Insurance contributions.
10. Councillors will be reimbursed the full cost of travelling by the most appropriate means of transport at standard class rates whilst carrying out Approved Duties, provided a valid receipt (bus ticket etc), is produced to substantiate the claim.
11. 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 or National Insurance contributions.
12. There is a 3 month time limit for submitting claims for Travel and Subsistence expenses. Claims must be made on a West Bletchley Council claim form and submitted to the Clerk.

### **Pensions**

13. None of the above allowances are pensionable and therefore no councillor is entitled to receive or pay pension contributions as part of this scheme.

### **Dual Authority Roles**

14. Councillors cannot receive an allowance from more than one authority (eg Fire Authority) for the same duties.

### **Forgoing Allowances**

15. A councillor may forgo all or part of any allowances to which they are entitled, provided he or she has given notice in writing to the Clerk.

### **Indexing**

16. The allowance will not be indexed to the annual local government staff percentage increase for the next three years.  
Travel and subsistence allowances are paid at the same rates and conditions applicable to Officer and HMRC rates where applicable.

### **Duration**

17. The above Scheme of Allowances is operative from 1 April 2018 until 31 March 2020 or such other time as agreed by the Council.