



The Local Authorities (Members Allowances) (England) Regulations 2003

1. Introduction

- 1.1 In accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003, Sprowston Town Council ("the Council") agrees to pay the following allowances to Members of the Council with effect from 18 May 2011
- 1.2 The Council has taken full account of the report received from Broadland District Council's Independent Panel on Members' Allowances (IPMA) on 23 December 2003.
- 1.3 Councillors who are also Members of another town, parish, district or county council body and attends a training course meeting or other event, which those bodies are entitled to attend, must divide the expenses claim equally between those bodies.
- 1.4 The following recommendations are in accordance with, and do not exceed, the recommendations contained in the report of the Independent Panel on Members' Allowances.

2. Basic Parish Allowance

- 2.1 The Council notes the recommendation of the IPMA not to introduce a basic parish allowance at this time and the Council has decided not to pay any of its members such an allowance at the present time.
- 2.2 The decision of the Council is subject to review at any future time.

3. Travelling Allowance Rates

- 3.1 On receipt of a completed claim form, obtainable from the Office, the Council will pay the following allowances to Members of the Council in reimbursement of travelling expenses incurred in the performance of their duties at the following rates:

Travel by a Member's own private motor vehicle, or one belonging to his/her family or otherwise provided for this use will be reimbursed at current HMRC rates. (April 2012 – 45p per mile)

- 3.2 With the exception of 3.2 (a) below, and upon receipt of the appropriate paid invoice, the rate specified in 3.1 above maybe increased:
 - (a) in respect of the carriage of each passenger, not exceeding four, to whom a travelling allowance would otherwise be payable under any enactment by not more than 5p per mile;

- (b) by not more than the amount of any expenditure on tolls, ferries or parking fees;
- (c) in the case of absence overnight from the usual place of residence, actual cost of garaging will be reimbursed.

- 3.3 For travel by rail, first class travel will be applicable only if the Council so determines.
- 3.4 Members travelling by other means of public transport, including the use of taxis where necessary, shall be reimbursed the actual cost of such travel,

4. Subsistence Allowance Rates

4.1 Overnight absence:

Officers will seek and book directly the most cost-effective rates for hotel accommodation for Members when staying overnight in London and throughout the rest of the United Kingdom.

- 4.2 A 'daily' expenses rate up to a maximum of £20 will be paid on proof of expenditure, where a Member leaves home before 6.30am **and** does not return home before 8.00pm. This will be the maximum a Member can claim for any expenses (excluding travel) incurred during that day and will also cover attendance on residential course where meals are not included.
- 4.3 Where a Member leaves their home before 6.30am **or** returns home after 8.00pm a claim for reimbursement of costs up to a maximum of £10 will be paid.

4.4 Members must produce receipts for expenditure incurred.

4.5 Reimbursement for alcohol will not be paid.

5. Dependent Carer's Allowance

5.1 Members who are solely responsible for the care of another family dependant(s) of whatever age shall be entitled to receive an allowance of National Minimum Wage hourly rate plus £3.00 per hour.

6. Application of Travelling, Subsistence and Dependent Carer's Allowances

6.1 Members are entitled to claim allowances in accordance with this scheme on the following occasions:

- (a) Attendance at a meeting of some other body to which the Council makes appointments or nominations.
- (b) Attendance at a meeting of a Committee or Sub-Committee of a body to which the Council makes appointments or nominations.
- (c) Duties undertaken on behalf of the Council in pursuance of any Standing Order requiring a Member or Members of the Council to be present.
- (d) Attendance at a meeting of a Local Authority Association or body which the Council is a member.

6.2 Members who are Dependent Carers may additionally claim allowances in accordance with this scheme when attending a meeting of the Council, a Committee, Sub-Committee or Working Group of the Council.

7. Review of Allowances

7.1 The aforementioned allowances shall, wherever possible, be based upon such allowances payable to employees of the Council whose terms and conditions of service accord with the National Joint Council for Local Government Services "National Agreement on Pay and Conditions of Service".

7.2 Any changes in the level of allowances approved by the National Joint Council for Local Government Services shall be implemented in respect of this Scheme of Allowances.