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**Payments to Councillors Policy**

TOTNES TOWN COUNCIL

AGREED MARCH 2021

NEXT REVIEW FEBRUARY 2023

*This Policy outlines the occasions on which payments may be made to Town Councillors.*

# Background

The elected members of Totnes Town Council may receive an allowance in recognition of the time, work and costs involved in representing the people of Totnes. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. In order to qualify for this allowance, Councillors must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance.

# Councillor Allowances

Councillors can claim a paid Basic Allowance each year. This relates to the work they do as local councillors in attending local and community meetings. The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation.

The annual permitted allowance for members of Totnes Town Council is £394.05 and this is subject to taxation.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council’s Code of Conduct.

**Town Councillors will be required to declare their allowance to HMRC through the Town Council PAYE system.**

# Councillors Expenses

Councillors can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the town or when they are out of pocket for some other approved reason.

# Councillor Training and Travel

All Councillors (included co-opted) can reclaim the cost of any approved training and the associated travel costs (outside of the Parish) at the agreed rate per mile or fares paid. The training/event must be agreed in advance for claims to be payable and any associated receipts provided. Claim forms are available from the Finance, HR and Lettings Manager.

# Rates set by South Hams District Council

**Parish Basic Allowance**

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,254 per annum) and the size of the electorate.

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| **Electorate** | **% of District Basic Allowance** | **Amount per Councillor** |
| **5,001 – 10,000** | **7.5%** | **£394.05** |

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# Parish Allowance for Chairman / Mayor / Leader

If so minded to pay such an allowance, the view remains that an additional sum can be allocated to a Chairman / Mayor of 1 x the parish basic allowance paid, claimable by receipts. Please see the Civic and Mayoral Budget Policy for details.

# Travel and subsistence

The main rates are:

**a. Travel Allowances**

- Car mileage can be paid at 45p per mile (in line with the HMRC advisory rate and automatically adjusted in the event that the HMRC adjust this rate);

- Motorcycle mileage can be paid at 24p per mile;

- A supplement of 5p per mile for each passenger carried can also be paid; and

- The actual amount incurred on any tolls, ferries or parking fees can be reimbursed.

**b. Subsistence Allowances**

If a town or parish councillor is away from their usual place of residence for more than four hours, they can claim £10.00 towards their breakfast, lunch and/or evening meal.