



## AYLESBURY TOWN COUNCIL

### MEMBERS' ALLOWANCES

#### 1.0 INTRODUCTION

1.1 This paper describes the Council's scheme for the payment of members' basic allowances. The basic allowance recognises the time commitment of all Councillors in attending meetings and dealing with ward issues, and covers incidental costs such as the cost of telephone calls, printing and photocopying, postage, and travel to Council meetings.

#### 2.0 BASIC ALLOWANCE

2.1 Payments will be made in monthly instalments by BACS credit transfer.

2.2 A basic allowance is payable to all members at the current rate of £1023.00 for 2019/20. The approved Mayoral allowance for 2019/20 is £3,100.

#### 3.0 TRAVELLING AND SUBSISTENCE ALLOWANCES

3.1 Travelling will be paid to a member performing an "approved duty" as described in paragraph 7.

##### **Mileage:**

Cars	45p per mile
Motorcycles	24p per mile
Bicycles	20p per mile

##### **Bus/Train Fares and Car Parking Fees:**

Reimbursement of actual costs incurred

##### **Meals:**

Reimbursement of actual costs incurred up to a maximum of:

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

##### **Out of Pocket Expenses for Residential Training Courses**

Per Night £4.54

#### **4.0 APPOINTMENT, SUSPENSION, AND RESIGNATION**

- 4.1 Where the term of office of a member begins or ends otherwise than at the beginning or end of a year, the payment of the relevant allowance shall be apportioned. The payment shall be proportionate to the number of days during which his/her term of office as member or responsibilities bears to the number of days in that year.
- 4.2 No allowances will be paid to any member who is suspended from his/her responsibilities or duties. Any allowance paid shall be repaid to the Council with the exception of any payment in arrear in respect of entitlement prior to the time of suspension.
- 4.3 Where a member resigns before the end of his term of office, he will be required to repay the allowance back to the Council in full the amount with effect from the date of his/her resignation.

#### **5.0 ADJUSTMENT OF ALLOWANCES**

- 5.1 Basic and Mayoral allowances will be reviewed and any changes confirmed annually by the Council.
- 5.2 Mileage rates and subsistence allowances will be reviewed annually or as necessary in accordance through the national employers and recognised trade unions under local government terms and conditions (Green Book) and adjusted accordingly.

#### **6.0 TAX POSITION AND STATE BENEFITS**

- 6.1 The Local Government Information Unit has also produced a guide on how the payments received as a Councillor can affect a person's rights to social security benefits and their income tax liability.

#### **7.0 APPROVED DUTIES**

Attendance at agreed/approved meetings outside the Parish entitles Members to claim travelling and subsistence allowances as appropriate:-

- (1) Delegations of Members to Government Departments.
- (2) Conferences, Courses and Meetings outside the Parish