

HOOK PARISH COUNCIL



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Local Government Act 2000

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

Scheme of Members' Allowances

Hook Parish Council ('the Parish Council') in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

1 Citation and commencement

- 1.1 This scheme may be cited as the Hook Parish Council Members' Allowances Scheme and shall have effect from 1st September 2016 and shall thereafter be reviewed every year at the January Council meeting and become effective from 1st April that year.
- 1.2 In this scheme, "councillor" means an elected Member of Hook Parish Council (*not a co-opted member*).
- 1.3 Notwithstanding this scheme no allowance shall be paid at a rate exceeding the allowance recommended by the Hart Remuneration Panel.

2 Parish basic allowance

Subject to the provisions of this Scheme for each year the parish basic allowance as set out in Appendix 1, shall be paid to each councillor.

3 Chairman's allowance

Subject to the provisions of this Scheme for each year the parish basic allowance as set out in Appendix 1, shall be paid to the Chairman, with the exception of the statutory Chairman's allowance.

4 Parish travelling and subsistence allowance

- 4.1 A Parish Councillor shall be entitled to be paid travelling allowance for use of their own vehicle at a flat rate of up to 45 pence per mile regardless of engine size, for training or non-training (attendance at meetings) purposes. An additional .05 pence per can be claimed if one or more additional Councillors are travelling together;

- 4.2 Use of public transport will be paid at the second class rail fare and/or bus.
- 4.3 A subsistence allowance in respect of agreed parish duties, such allowance to be in accordance with the rates specified in Appendix 2 in respect of subsistence undertaken in connection with or relating to the duties set out in Appendix 3.
- 4.4 Reasonable out of pocket expenses for meals and refreshments incurred whilst on Parish Council business outside of Hook will be reimbursed at cost, on presentation of receipts with the claim.

5 Suspension etc. of a Parish Councillor

- 5.1 Where a Parish Councillor is suspended from his or her responsibilities or duties as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder the part of any allowance payable to him or her in respect of the period for which he or she is suspended or partially suspended shall be withheld by the Parish Council.
- 5.2 Where an allowance has already been made in respect of any period during which the Parish Councillor concerned:
 - (a) is suspended or partially suspended from his responsibilities as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder;
 - (b) ceases to be a Parish Councillor; or
 - (c) is in any other way not entitled to receive an allowance in respect of that period the Parish Councillor shall repay to the Parish Council such part of the allowance as relates to any such period.

6 Election to forgo allowances

A Parish Councillor may by notice in writing given to the Clerk to the Parish Council elect to forego any part of his or her entitlement to an allowance under this scheme.

7 Part-year entitlements

- 7.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Parish Councillor to an allowance where, in the course of a year, this scheme is amended or that Parish Councillor becomes, or ceases to be, a Parish Councillor.
- 7.2 If an amendment to this scheme changes the amount to which a Parish Councillor is entitled then in relation to each of the periods
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect,
 - or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- 7.3 If an amendment to this scheme changes the duties specified in this scheme the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- 7.4 Where the term of office of a Parish Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Parish Councillor to allowances shall be to the payment to such part of the allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- 7.5 Where this scheme is amended as mentioned in 6.2 and the term of office of a Parish Councillor does not subsist throughout the period mentioned in 6.2(a), the entitlement of any such Parish Councillor to allowances shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Parish Councillor subsists bears to the number of days in that period.

8 Claims and payments

- 8.1 If adopted, payments of Parish basic allowance shall be payable monthly in arrears through the Parish Council's payroll.
- 8.2 Claims by Parish Councillors in respect of travelling and subsistence allowance should be made monthly and authorised in line with the Council's payments procedures.
- 8.3 Payments shall be made to each Councillor monthly in arrears.
- 8.4 Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

9 Link to Hart District Council allowances

- 9.1 The level of the parish basic allowance specified in this Scheme is that approved at any given time by Hart District Council and as set out in Appendix 1.
- 9.2 The travel allowance shall be as set out by the Hart District Council Remuneration Panel.

APPENDIX 1

Parish basic allowance

If the scheme is adopted, the amount of the Parish Basic Allowance payable to each Parish Councillor shall be 10% of the District Council's Basic Allowance.

Chairman's Allowance.

If the scheme is adopted, the amount of the Chairman's Allowance payable shall be 15% of the District Council's Basic Allowance. This allowance is paid in addition to the Basic Allowance.

APPENDIX 2

Use of public transport will be paid at the second class rail fare and/or bus.

APPENDIX 3

1 Statutory Approved Duties (conducted outside the Hook Parish Council boundary)

- (a) The attendance at a meeting of any other body to which the Parish Council makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) The attendance at a meeting of any association *or bodies* of authorities of which the Parish Council is a member;
- (c) The attendance at training courses.

2 Other Approved Duties (conducted outside the Hook Parish Council boundary)

The carrying out of any other duty approved by the Parish Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Parish Council or of any of its committees or sub-committees as set out below:

- (a) Attendance at approved conferences
- (b) Attendance at approved seminars and training courses
- (c) Attendance at briefing meetings
- (d) Attendance at liaison meetings with Hart District Council or Hampshire County Council