

## **SALEHURST & ROBERTSBRIDGE PARISH COUNCIL MEMBERS' ALLOWANCES SCHEME**

This scheme is made in exercise of the powers conferred by Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003. It was adopted by resolution of the Council on 19<sup>th</sup> November 2018. Agenda item 2617/2.

### **Definition**

1. In this scheme,  
"year" means the 12 months ending with 31<sup>st</sup> March.

### **Parish Basic Allowance**

2. No Parish Basic Allowance shall be paid to any Parish Councillor.

### **Parish Travelling and Subsistence Allowance**

3. (1) A Parish Councillor shall be entitled to be paid Parish Travelling and Subsistence Allowance at the rates specified in Appendix 1 in respect of travelling and subsistence undertaken in connection with or relating to the duties set out in Appendix 2.  
(2) The rates for subsistence shall be reduced by a corresponding amount in respect of any meal provided free of charge by the Parish Council or by a third party.  
(3) The rates for subsistence will be reduced to the actual cost of the meal if less than the Allowance.  
(4) The following limitations apply on reimbursement of subsistence:
  - (a) for breakfast an absence of more than four hours commencing before 0700 hrs
  - (b) for lunch an absence of more than four hours including commencing before 1100 and finishing after 1500 hrs
  - (c) for tea an absence of more than four hours finishing after 1830 hrs
  - (d) for dinner an absence of more than four hours finishing after 2030 hours
  - (e) tea and dinner allowances cannot be claimed for the same day

### **Election to forgo Allowances**

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

### **Link to Rother District Council Allowances**

5. (1) The Travelling and Subsistence Allowance shall be the same as that for Rother District Councillors and shall alter accordingly.

## **APPENDIX 1 (April 2019)**

### **1. Travelling**

Cars

45p/mile (plus an additional 5p/mile per passenger carried)

Motorcycles

24p/mile

Cycles

20p/mile

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

### **2. Subsistence**

Breakfast	-	£ 5.50
Lunch	-	£ 7.70
Tea	-	£ 3.30
Dinner	-	£11.00

## **APPENDIX 2**

### **Statutory Approved Duties**

1. (a) The attendance at a meeting of the Parish Council or of any committee or sub-committee of the Parish Council or 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 of authorities of which the Parish Council is a member;
- (c) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a Parish Councillor or Parish Councillors to be present while tender documents are opened; and
- (d) The performance of any duty in connection with the discharge of any function of the Parish Council conferred by or under any enactment and empowering or requiring the Parish Council to inspect or authorise the inspection of premises.

### **Approved Duties**

2. 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) Duties in connection with emergency planning including training and attendance at rest centres
  - (b) Attendance at approved conferences
  - (c) Attendance at approved seminars and training courses
  - (d) Attendance at briefing meetings
  - (e) Attendance at the offices to receive petitions
  - (f) Attendance at liaison meetings with Rother District Council or East Sussex County Council
  - (g) Consultation with constituents