



1. ALLOWANCES, EXPENSES AND REIMBURSEMENT POLICY

1.1 COUNCILLORS

1.1.1 Council Commitment

Whilst there is no provision in law enabling parish councils to pay individual councillors a wage commensurate with work done by that individual nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.

Such incidental expenses include: -

- a) the use of their homes.
- b) telephone calls from home landlines and mobile phones.
- c) stationary, printing and IT costs.
- d) use of car, motorcycle or bicycle.

Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Balsall Parish Council will pay a basic members allowance to elected members intended to compensate for time taken on council business and these incidental costs, except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.

1.1.2 Legal Context

The provision of members allowances is made under Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 Part 5.

The provision of an allowance paid to the Chairman if a co-opted member is made under S15 of the Local Government Act 1972.

1.1.3 Parish Basic Allowance

The basic parish allowance, as set by Balsall Parish Council at its Annual Parish Meeting in May is paid to each elected Councillor. In 2019/20 the allowance payable to each qualifying Councillor¹ is £315.00 per annum. This is an 'historic' amount set by the Council.

As required by the Regulations, the recommended maximum Parish Basic Allowance is expressed as a percentage (10%) of the Basic Allowance for Members of Solihull Metropolitan Borough Council (SMBC Basic Allowance 2019/20 = £9,242). Therefore, the Balsall Parish Council basic allowance (£315.00) represents 34.1% of the maximum amount payable of £924.20 set by Solihull Metropolitan Borough Council based on a precept banding of over £50,000 up to £100,000.

¹ Local Authorities (Members' Allowances) (England) Regulations 2003, SI 2003/1021, reg 25(10) (added by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004, SI 2004/2596, reg 4)



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In 2020/21 the rates will be at the recommended maximum amount payable based on the 2020/21 schedule of SMBC recommended Parish Basic Allowances and updated annually thereafter.

An elected member may choose not to receive all or part of a basic allowance to which they would otherwise be entitled by submitting this request in writing to the Clerk. The allowance is paid quarterly in arrears through the Council's payroll system.

1.1.4 Chairman's Allowance

Balsall Parish Council makes differential payment to the Chairman of the Parish Council. The payment is to reflect the additional costs that will be incurred by the Chairman in fulfilling her/his civic duties.

A Chairman's Allowance is made available within the revenue budget and for 2019/20, that amount is £712.00.

This represents 38.5% of the recommended maximum Chairman's' allowance of £1,848.00 set by Solihull Metropolitan Borough Council based on a precept banding.

In 2020/21 the rate is to be the 2020/21 recommended maximum Chairman's Allowance set by SMBC based on a precept banding and updated annually thereafter.

If the Chairman is a co-opted member then they may be paid an allowance as provided by S15 of the Local Government Act in the form of an expenses lump sum to be determined by Council and based on what should be reasonably be needed to meet the expenses of the office.

1.1.5 Travelling Allowance

An elected Councillor) shall, in addition to their entitlement to a Basic Parish Allowance or Chairman's Allowance, will only in exceptional circumstance be paid a travelling expense in respect of travelling undertaken in connection with the duties sent out below and only for journeys outside the parish boundary of 75 miles or more (one way).

A co-opted Councillor shall be paid a travelling expense in respect of travelling undertaken in connection with the duties sent out below only for journeys outside the parish boundary. Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above will be approved in advance at a full council meeting.

Councillors will not receive expenses for attendance at any meeting of Balsall Parish Council or work within the parish.



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The council will pay a travel allowance in accordance with the following:

Cars: 45p per mile

Motorcycles: 24p per mile

Bicycles: 20p per mile

Public transport: lowest available second-class fare only, ticket receipts required

Parking cost: actual cost with receipt

Claims by parish Councillors in respect of parish travelling allowance should be made monthly on the prescribed form supplied by the Clerk and signed by the claimant. All claims to be made no later than 7th April next following the end of a year.

Payments shall be made to each Councillor by cheque monthly in arrears.

Reimbursement of such expenses will be made free of income tax deduction and must not be claimed as business expense against a members' annual allowance on their income tax return.

1.1.6 Councillor Suspension

If a Councillor is suspended or partially suspended from his/her responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part, then:

- the part of the basic or Chairman's allowance payable in respect of the period for which he/she is suspended or partially suspended may be withheld by or repaid to the council and
- any travelling allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the council.

1.1.7 Councillors elected for part of a year

Where entitlement to an allowance is based on a part of a year, allowances shall be paid on a pro-rata basis.

1.1.8 Publication of allowances and expenses paid

The council will publish the allowances and expenses paid as soon as practicable after the end of the financial year by posting on its notice boards and publishing on the council's web site.

1.1.9 Reimbursement of expenditure

Items purchased specifically at the direction of the council and the purchase authorised in accordance with Financial Regulations, will be reimbursed. Councillors should obtain a VAT receipt in the name of the council and submit it with the signed reimbursement claim form.

Payments shall be made by cheque in arrears.



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1.2 STAFF

1.2.1 Council Commitment

Balsall Parish Council will ensure that no employee is financially disadvantaged when representing the council. In this respect the council will make reimbursement of the expenses incurred by the Clerk while performing duties required by the council.

1.2.2 Travelling Allowance

The Clerk will be able to claim expenses for travelling and associated travel expenses related to council business to include mileage at the following rates, provided that such expenses have been approved by the council.

Cars: 45p per mile

Motorcycles: 24p per mile

Bicycles: 20p per mile

Public transport: lowest available second-class fare only, ticket receipts required

Parking cost: actual cost with receipt

Claims by staff in respect of travel should be made monthly on the prescribed form supplied by the Clerk and signed by the claimant. All claims to be made no later than 7th April next following the end of a year. Payments shall be made to each member of staff by cheque monthly in arrears.

1.2.3 Reimbursement of expenditure

The Clerk may be reimbursed for purchases made on behalf of the council provided that such expenses have been approved by the council and the purchase authorised in accordance with Financial Regulations. Expenses claims should be submitted with a VAT receipt in the name of the council on the signed reimbursement claim form. Payments shall be made by cheque in arrears.

This policy is cross-referenced to the following Balsall Parish Council's adopted policies and procedures:

- Financial Regulations
- Term and Conditions of Employment
- Scheme of Delegation
- Training and Development Policy