

# Sandridge Parish Council Policy on Member Allowances

As part of the Local Authorities (Members Allowances) (England) Regulations 2003, the Remuneration Panel of St. Albans District Council require town and parish councils that propose to pay a basic allowance and/or a travelling and subsistence allowance to any of its members to refer their policies to the Remuneration Panel for consideration.

## Members Allowances

Allowances are to be effective from 1<sup>st</sup> April 1<sup>st</sup> 2025 and further reviews are to be undertaken annually. Any eligible member will be required to formally apply to take an approved allowance by contacting the Parish Clerk.

For 2025/26 an allowance of £150 (taxable) will be paid to the Chair of the Parish Council to cover Parish duties. No further allowances are payable to Parish Council members other than those detailed below for specific expenditure (travel etc). This policy represents no change to the allowances payable in 2024/25. Council members are however able to request that the Parish Office provide photocopies, paper and other administrative services relating to approved Parish business.

## Travel and Subsistence

For approved travel outside of the Parish of Sandridge, allowances are calculated in accordance with those of St. Albans District Council (2018/19) as follows;

- i) The actual costs of using public transport to be reimbursed, i.e. second class train / bus fare or taxi (if Members choose to travel first class they will be reimbursed at the second class rate). Taxis should be used only when no public transport is reasonably available.
- ii) For car travel, an allowance of 45p per mile will be payable (may be subject to tax).
- iii) For travel by bicycle, an allowance of 20p per mile will be payable, while for travel by motorcycle, an allowance of 24p per mile will be payable (may be subject to tax).
- iv) Subsistence allowances will be payable at the following rates;

Breakfast	£6.88
Lunch	£9.50
Tea	£3.76
Dinner	£11.77

A dinner allowance will be payable only if arrival at home is later than 8.30pm. Tea and dinner allowances may not be claimed in the same afternoon/evening.

- v) Hotel expenses will be reimbursed up to a maximum rate of £130.00 per night.
- vi) Claims for reimbursement of travelling and subsistence costs must be supported by receipts and submitted to the Parish Office within one month of the expenditure being incurred. Any claim made after three months from when such expenditure was incurred may not be reimbursed.
- vii) Councillors who are registered disabled and choose to travel by taxi from home to any Council meeting within the Parish or to their home by taxi thereafter, shall be reimbursed by the amount of the actual fare paid.

### viii) Childcare and Dependent Relative Allowances

Arising from their attendance at meetings or other events in connection with Council business, an allowance of £8.45 per hour in recognition of the costs of care incurred by any Member who has a child aged under 14 years residing at home or a dependant relative in need of special attention by reason of disability, will be payable upon application to the Council.

Any Member wishing to obtain this allowance shall write to the Clerk, the letter/email to be accompanied by any supporting information, including evidence of any state benefits received, to the Council for reimbursement. The person providing the care must not be either the spouse, partner or parent of the Member who submits the claim.

*Reviewed 11<sup>th</sup> October 2024*

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