

NORTH HORSHAM PARISH COUNCIL

SCHEME OF MEMBERS' ALLOWANCES.

LOCAL GOVERNMENT ACT 2000 - THE LOCAL AUTHORITIES

(MEMBERS' ALLOWANCES)(ENGLAND) REGULATIONS 2003

North Horsham Parish Council ('the Parish Council') in exercise of the powers conferred by Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

Citation and commencement

1. This scheme may be cited as the North Horsham Parish Council Members' Allowances Scheme and shall have effect from 1st January 2004 and for subsequent years.

Definitions

2. In this scheme, "year" means the 12 months ending with 31st March.

Parish basic allowance

3. 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 Parish Councillor.

Parish travelling and subsistence allowance

4.
 - (1) A Parish Councillor shall be entitled to be paid Parish travelling and subsistence allowance at rates specified in Appendix 2 in respect of travelling and subsistence undertaken in connection with or relating to the duties set out in Appendix 3 only for duties/journeys outside the Parish boundaries.
 - (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 before 11 am.
 - (b) For lunch an absence of more than four hours between 12am and 2.00pm.
 - (c) For tea an absence of four hours between 3.00pm to 6.00pm.
 - (d) For evening meal an absence of more than four hours after 7.00pm.
 - (e) Tea and dinner allowances cannot be claimed for the same day.

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 .

(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 allowances as relates to any such period.

Election to forgo allowances

6. 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.

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.

(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 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 days in the year.

- (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.
- (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.
- (5) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Parish Councillor does not subsist throughout the period mentioned in sub-paragraph (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.

Claims and payments

- 8 (1) Payments of the Parish basic allowance shall be payable quarterly in arrears through the Parish Council's payroll.
- (2) Claims by Parish Councillors in respect of Parish travelling and subsistence allowance should be made monthly and shall in any event be made no later than 7th April next following the end of a year.
- (3) Payments shall be made to each Councillor monthly in arrears.
- (4) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 7, 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.

Link to Horsham District Council allowances

9 (1) The level of the parish basic allowance specified in this Scheme is 9.4% of that for a Horsham District Councillor's basic allowance and shall be varied with effect from the beginning of the year in accordance with the same average percentage change of the levels of the Horsham District Council's staff's remuneration for that year.

(2) The travelling and subsistence allowance shall be the same as that for the Horsham District Council's staff and shall alter accordingly.

Scheme adopted 28th October 2003 with effect from 1st January 2004

Reviewed and adopted November 2019

Reviewed November 2020

Reviewed November 2021

Reviewed November 2022

Reviewed November 2023

Reviewed November 2024

Next review due November 2025

APPENDIX 1

Parish basic allowance 1st April 2025 to 31st March 2026

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,470.50 (as stated in the Report of the Horsham District Council Independent Remuneration Panel April 2021) and is £514 per annum for 2025/26.

APPENDIX 2

Parish travelling and subsistence allowance

HMRC approved mileage rates	
Cars	45p per mile
Motor cycles	24p per mile
Bicycles	20p per mile
Public transport:	Lowest available second class fare only.
Subsistence: for periods of absence from the normal place of work for more than 4 hours.	
Breakfast Allowance - before 11.00am	£6.45
Lunch Allowance – 12.00pm to 2.00pm	£8.91
Tea Allowance – 3.00pm to 6.00pm	£3.53
Evening Meal Allowance – after 7.00pm	£11.03
Out of pocket expenses for residential courses.	£4.97 per night to a maximum of £19.89 per week.

APPENDIX 3

Statutory Approved Duties (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)

- 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
- 9d) 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 (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)

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) Attendances 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 Horsham District Council or West Sussex County Council.
 - (g) Consultation with constituents.