

HAWKWELL PARISH COUNCIL MEMBERS' ALLOWANCES POLICY

1. Introduction

- 1.1 Elected Members can claim a paid basic allowance each year. The maximum sum of which is determined by an Independent Remuneration Panel under 'The Local Authorities (Members' Allowances) (England) Regulations 2003'.
- 1.2 Members of Hawkwell Parish Council (HPC) may receive an allowance in recognition of the time, work and costs involved in representing the people of Hawkwell.

2. Policy Statement

- 2.1 This policy outlines the occasions on which payments may be made to Members.
- 2.2 The payment of a basic allowance refers to elected Members only; co-opted Members are not eligible to receive this allowance.
- 2.3 The Members' basic allowance is not to be confused with other expenses such as travel and subsistence costs, all of which are defined in section 4 below.
- 2.4 Parish/Town Councils must have regard to the advice of the Independent Remuneration Panel, but their recommendations are not binding.

3. Members' Basic Allowance

- 3.1 The rates below are set by Rochford District Council's Independent Remuneration Panel. The Rochford District Council basic member allowance is £5,820 per annum.

Parish/Town Council	% of RDC Basic Allowance	Addition for Quality Status
Band 1 Barling Magna, Canewdon, Foulness Island, Paglesham, Rawreth, Stambridge and Sutton	5%	5%
Band 2 Ashingdon and Great Wakering	15%	5%
Band 3 Hawkwell, Hullbridge and Rochford	20%	5%
Band 4 Hockley and Rayleigh	25%	5%

- 3.2 Therefore, using the framework the maximum basic allowance for eligible members of Hawkwell Parish Council Parish in 2025/2026 is:

Hawkwell Parish Council Members - £1,164.00 per annum

- 3.3 The basis for the actual amount paid to each eligible Member is set out below. The figures presented are based on Council agreeing the full maximum allowance. If Council decides to set the basic allowance at a percentage of the full amount the amounts will change accordingly:
- i. Divide the civic year into 10 months, as Council is in recess in August and December. Divide £1,164 by 10 = £116.40 per month.
 - ii. This means that in some quarters (ie. Q2 & Q3) the amounts paid will be less, as meetings are called in only 2 out of the 3 months in those quarters.
 - iii. Over the civic year the total allowance would be paid if Members attend meetings in the 10 months they are called. This would equate to a quarterly payment of £349.20 (3 x £116.40).
 - iv. If Members attend meetings in 2 months in a quarter they will receive £232.80 (2 x £116.40);
 - v. If Members attend 1 month in a quarter they will receive £116.40.
- 3.4 The office will calculate each Member's attendance at the end of each quarter and provide Council's payroll provider with the relevant amount payable.
- 3.5 Members will be remunerated through Council's external payroll provider, by bank transfer. PAYE will automatically inform HMRC of your earnings from Hawkwell Parish Council. NI will not be applicable. Members over the retirement age will automatically go on to the basic rate tax code.
- 3.6 Members who leave Council part way through the year will receive a pro-rata allowance, depending on how many months' meetings they have attended.
- 3.7 The Regulations provide for the recovery of allowances already paid to a Member, where for example, that Member has been disqualified for a period of time following a complaint being made to the Standards Board for England (Reg 25(8)).
- 3.8 Members who do not wish to claim the allowance must inform the Parish Clerk in writing.
- 3.9 As soon as reasonably practical after setting the levels at which the allowance is to be paid and to whom, the Council must arrange for the publication in a conspicuous place, for a period of at least 14 days, within the Parish, a notice containing information about any recommendation in respect of paying a basic allowance; the levels at which the Council has decided to pay a basic allowance and to whom it is to be paid. A statement that in reaching the decision, Council had regard to the recommendation of the Independent Remuneration Panel.

4. Member's Expenses (including Chairperson)

- 4.1 The Council may pay both elected and co-opted Members allowances in respect of travelling and subsistence, undertaken or incurred in connection with their duties and role as a Parish Councillor.

Travel/Events Expenses

4.2 All Members can reclaim the cost of any travel costs associated with attending approved training (outside of the Parish) at the agreed rate per mile or fares paid. The training/event must be agreed in advance for claims to be payable and any associated receipts provided. Claim forms are available from the parish office. The rates and fares that Members can be reimbursed for are set out below:

- Bus fare or second class railway train fare.
- A mileage allowance for use of Members' vehicle, together with an additional allowance for passengers:
 - A private car allowance of 45p per mile
 - A passenger allowance of 5p per mile
 - A motorcycle allowance of 24p per mile
 - A bicycle allowance of 20p per mile.

Childcare/Carers Allowance

4.3 Members can claim for actual costs of caring for dependants while undertaking approved duties up to a maximum of:

- Child dependents £15.00 per hour of care
- Adult dependents £21.60 per hour of care.

Subsistence Allowance

4.4 When attendance at a conference, course etc. involves the purchase of meals and/or overnight accommodation away from home, subsistence allowance is payable. The Subsistence Allowance rates and criteria should be the same as those applicable to District Councillors.

Allowance for Chair

4.5 The Parish Council does not, within the scheme, make a differential payment to the Chair of the Parish Council. A Chair's Allowance, as provided by S15 of the Local Government Act 1972, is available with the annual Revenue Budget.

Meeting Proposed: Full Council - February 2025

Meeting Adopted: Full Council - April 2025

Review Date: March 2026