



Members Allowance Policy

Introduction

This policy outlines the occasions on which payments may be made to members.

Background

Elected members of Credition Town Council (CTC) may receive an allowance in recognition of the time, work and costs involved in representing the people of Credition. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. In order to qualify for this allowance, members must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Members who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted members are not eligible to receive this allowance.

Member Allowances

Members can claim a paid Basic Allowance each year. This relates to the work they do as local members attending local and community meetings. The levels of allowance paid are agreed by Mid Devon District Council in accordance with national legislation.

Members who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

Members will be required to declare their allowance to HMRC through the Town Council PAYE system.

Member Expenses

Members can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the town or when they are out of pocket for some other approved reason.

Member Training and Travel

All members (included co-opted) can reclaim the cost of any approved training and the associated travel costs (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 Administrative Officer.

Rates set by Mid Devon District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance and the size of the electorate.

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	2%	*£120.00

**Calculated on a District Basic Allowance for 2023/24 of £6000.00 p.a.*

Allowance for Chair / Mayor

If so minded to pay such an allowance, the view remains that an additional sum can be allocated to a Chair / Mayor of 1 x the parish basic allowance paid, claimable by receipts. Please see the Civic and Mayoral Budget Policy for details.

Travel Allowances

- Car mileage can be paid at 45p per mile (in line with the HMRC advisory rate and automatically adjusted in the event that the HMRC adjust this rate);
- Motorcycle mileage can be paid at 24p per mile;
- A supplement of 5p per mile for each passenger carried can also be paid; and
- The actual amount incurred on any tolls, ferries or parking fees can be reimbursed.