

# **REDBOURN PARISH COUNCIL** **COUNCILLOR ALLOWANCE SCHEME 2016/17**

Date reviewed: May 2016

Date of next review: May 2017

The Councillor Allowance Scheme is made in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003 and was adopted by Redbourn Parish Council on 21<sup>st</sup> October 2010 and is reviewed on annual basis. The scheme for the year 1 April 2016 to 31<sup>st</sup> March 2017 was approved and adopted by Council on 21<sup>st</sup> January 2016.

**Members may elect to forego entitlement to all or any part of an allowance by written notice to the Clerk.**

**BASIC ALLOWANCE**

£360 pa

# **REDBOURN PARISH COUNCIL**

## **COUNCILLOR EXPENSE SCHEME 2016/17**

### **TRAVEL EXPENSE**

For approved duties outside the Parish

a) Private Motor Vehicle:	45p per mile
b) Motorcycle	24p per mile
c) Bicycle	20p per mile
d) Public transport (Bus fare, Second Class Rail fares, Taxi fare)	Actual fare

### **SUBSISTENCE ALLOWANCE**

Maximum rates for approved duties outside the Parish

a) Breakfast Allowance	£6.72
b) Lunch Allowance	£9.28
c) Tea Allowance	£3.67
d) Dinner Allowance (only payable if arrival home is later than 8.30 pm) Tea and dinner allowances are not payable for the same evening	£11.49
e) Overnight absence	£130.00

Travel and subsistence allowances may be claimed to reimburse actual expenses up to the maximum rates incurred in the performance of approved duties by completing the appropriate form and shall be, wherever practical, accompanied by the receipted bill for the amount of expenditure incurred.

### **CHILD CARE OR DEPENDENT RELATIVE ALLOWANCE**

£7.50 per hour

Only payable for the reimbursement of costs incurred arising from attendance at meetings or other events in connection with Council business and is limited to one allowance per household. Claims must be submitted within three months of the expenditure, supported by receipts wherever possible, on the appropriate form.

Note: 'approved duties' shall mean duties approved by the Council or its committees