

SWAFFHAM Town Council

MEMBERS' ALLOWANCE POLICY

GENERAL

1. It is the policy of Swaffham Town Council not to pay its elected members a basic annual allowance under the powers of the Local Authorities (Members Allowance) (England) Regulations 2003 as Amended.

TOWN MAYOR'S (or Chairman's) ALLOWANCE

2. Due to the significant responsibilities of the councillor holding the post of Town Mayor, an allowance will be made available to the Town Mayor from the meeting at which the election to office takes place. It is recommended that any amount of the Town Mayor's allowance remaining unallocated at the end of the term of office can be donated to a Local Charity of the Town Mayor's choice. (N.B. the allowance has to be paid to the Mayor and the Mayor can choose to donate the allowance to charity.) The purpose of this allowance is to provide for the cost of corporate entertainment, events, gifts and prizes, cost of dry cleaning, attending civic functions and receptions within and outside the parish to be claimed through the office with receipts. The annual budget will be agreed by the Finance Committee for Mayor's allowance, the Mayor's Reception and Mayor's Civic Service.
3. The current allowance paid for the Town Mayor requires no form of claim from the Mayor. Travelling and other subsistence is not included and should be claimed in line with the Council's 'Members' and Staff Expenses Policy'.
4. The Town Mayor's/Chairman's allowance paid under section 15(5) Local Government Act 1972 will also be taxable if it is paid as a round sum allowance but not if it reimburses actual deductible expenditure by producing receipts to the Town Clerk.

WITH-HOLDING ALLOWANCES

5. In certain circumstances, including consistent absence from meetings, the Council will use its powers to withhold or recover allowances from the Mayor.

RENUNCIATION

6. The Town Mayor may forego all or part of his/her allowances under this scheme by giving written notice to that effect to the Town Clerk.

REVIEW

7. The Town Mayor's Allowance will be reviewed annually, prior to the setting of the budget for the forthcoming financial year.

APPENDIX 1

MOTOR MILEAGE RATES

<u>Vehicle</u>	<u>Rate per mile</u>
Motorcar	65 pence (N.B. Over 45p per mile is taxable)
Passenger	5 pence
Motorcycle	24 pence

TRAIN, TAXI & PARKING

All train and taxi fares can be reimbursed at cost, subsequent to receipts being produced to the Town Clerk. Similarly, Car Parking fees can be reimbursed at cost in order to best achieve the cheapest mode of transport.

N.B. The Council are only duty bound to reimburse the cost of the cheapest mode of transport, if subsequent comparisons are made. If a more expensive option is taken, then a contribution towards the cost can be made up to the amount of the cheaper option available, providing receipts are produced to the Town Clerk.

SUBSIDENCE

The maximum subsidence expenses that will be reimbursed are the lower of actual cost of the following:

Breakfast allowance [more than 4 hours away from normal place of residence when the journey commences before 7.30am].

£6.88

Lunch allowance [more than 4 hours away from normal place of residence including lunchtime between 12 & 2pm].

£9.50

Evening meal allowance [more than 4 hours away from normal place of residence ending after 7pm]

£11.77