

**WEST SWINDON PARISH COUNCIL  
SCHEME OF MEMBERS' ALLOWANCES**

**2024**

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## **LOCAL GOVERNMENT ACT 2000 - THE LOCAL AUTHORITIES**

### **(MEMBERS' ALLOWANCES)( ENGLAND) REGULATIONS 2003**

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 state that: Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put in to their parish duties.
2. Each parish council may make an allowance available to its Chair only, or to each of its members.
3. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same.
4. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year. There is no obligation on parish and town councils to pay such allowances.
5. This scheme sets out the policy and procedure for West Swindon Parish Councillors Allowances

#### **Parish Councillors basic allowance**

6. The Borough Council appoints an Independent Remuneration Panel in order to make recommendations on Parish Councillor allowances. The Panel will usually determine the process for this and most often it has determined that it will use a formula (based on a percentage of the Borough Council's Basic Allowance and electorate populations) to create a single recommendation in the form of a scale of allowances that can be applied to all parish and town councils in the Borough.
7. West Swindon Parish Council will set its allowances for the next municipal year following the Independent Remuneration Panel report for that year, or, if that report has not been released, the Parish Council will set its allowances as part of the budget setting for the next year, agreeing an amount no later than end of January preceding the next municipal year.

#### **Election to forgo allowances**

8. A Parish Councillor may by notice in writing given to the Clerk to the Parish Council elect to forego any part of their entitlement to an allowance under this scheme.

#### **Claims and payments**

9. All Councillors claiming allowances will be added to the monthly payroll. Payments of the Parish basic allowance shall be payable monthly in arrears and timed to be issued around 23<sup>rd</sup> each month as is the Parish Council's payroll.

10. Any changes to the routine payment of the Councillor Allowances should be approved by Full Council in the first instance

### **Suspension etc. of a Parish Councillor**

11. Where a Parish Councillor is suspended from their 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 them in respect of the period for which they are suspended or partially suspended shall be withheld by the Parish Council.
12. 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.

### **Part-year entitlements**

13. If a Parish Councillor is a Councillor for a portion or part of a municipal year, their allowance payment will be pro rata the period of their eligibility that year.

### **Other Claims**

14. The travelling and subsistence claims for Councillors shall be the same as that for the West Swindon Parish Council's staff and shall alter accordingly