

PLAISTOW AND IFOLD PARISH COUNCIL SCHEME OF MEMBERS' ALLOWANCES

The Parish Council in exercise of the powers conferred by Section 100 of the Local Government Act 2000 and Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following Scheme:-

1. The Scheme shall have effect from 18th November 2003 and for subsequent years

2. In this Scheme:-
 'Parish Council' means Plaistow and Ifold Parish Council
 'Parish Councillor' means an elected member of the Parish Council

3. A Parish Councillor shall be entitled to be paid a travelling and subsistence allowance at the specified rates (see below) in respect of travelling and subsistence undertaken outside of the Parish in connection with or relating to the duties as prescribed.

4. **Suspension etc. of a Parish Councillor**
 - (i) Where a Parish Councillor is suspended or partially suspended from his or her responsibilities as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any Parish travelling or subsistence allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the Parish Council

 - (ii) Where payment of an allowance has already been made in respect of any period during which the Parish Councillor is:-
 - (a) 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 under that part; or
 - (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 allowance as relates to any such period

5. **Election to forgo allowances**

A Parish Councillor may, by notice in writing given to the Clerk of the Parish Council, elect to forgo all or any part of his entitlement to an allowance under this Scheme

6. **Claims and payments**

Claims by Parish Councillors in respect of the Parish travelling and subsistence allowance shall be made within two months of the expenditure being incurred by the Councillor. Claims will not be considered beyond this time limit, unless there are extenuating circumstances.

The rates for Members' Allowances for 2006 under the Members' Allowances Scheme shall be as follows:

1. Travelling

(i)	Travel to seminars/conferences and training courses	Cost of standard class rail fare; by own car only in exceptional circumstances at 30.6 per mile
(ii)	Travel to meetings and other events by own car (up to maximum of 8,500 miles per annum)	Up to 999cc - 38.7p per mile 1000 – 1199cc - 42p per mile 1200 – 1450cc - 52.7p per mile
(iii)	Car parking	At cost
(iv)	Travel by train	Standard class rail fare
(v)	Taxi – if urgent and necessary	At cost
(vi)	Bus	At cost
(vii)	Motorcycle	24p per mile
(viii)	Cycles	20p per mile

2. Subsistence

- (i) Breakfast - £5.88 (where travel starts before 7am and absence is less than 24 hours)
- (ii) Lunch - £8.13 (for necessary absences of several hours spanning the normal lunch period leaving home/office before 11am and returning after 3pm)
- (iii) Tea - £3.21 (if unable to return to home/office by 6.30pm)
- (iv) Evening Meal - £10.06 (if unable to return to home/office by 8.30pm)
- (v) Out of pocket expenses - £4.54 per night

3. Further Conditions

- (i) To claim travel and/or subsistence allowances, valid receipts or other evidence of expenditure must be produced
- (ii) If the expenditure on subsistence is less than the allowance, only the lesser figure will be reimbursed. No claim will be paid if the meal was provided free by the Council or another body
- (iii) Allowances for tea and evening meal cannot be claimed for the same day
- (iv) If an overnight stay is necessary, and not included in the course fee, normally only bed and breakfast and evening meal are reimbursed

- 4.** The above rates for Travelling and Subsistence shall be varied in accordance with the rates approved from time to time by Chichester District Council for its staff.