



Remuneration & Expenses Scheme

1. This scheme may be cited as Ongar Town Council Members' Remuneration and expenses scheme and shall have effect for the period 1 April 2015 to 31 March 2016.
2. IN THIS SCHEME:
"Councillor" means a member of the Ongar Town Council who is an elected councillor.
3. BASIC ALLOWANCE:
At the meeting held on the 28th January 2016, Ongar Town Council agreed that a parish basic allowance to be paid to councillors at a rate of £230 per annum.
4. RENUNCIATION:
A councillor may by notice in writing to the Town Clerk elect to forego any part of his/her entitlement to an allowance under this scheme.
5. TRAVELLING AND SUBSISTENCE (INCLUDING BICYCLE ALLOWANCE)
The Council will pay to its members (elected and Co-Opted) allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories:-
 - a) The attendance at a meeting of the council or any committee or sub committee of the authority, or any body which the Council makes appointments or nominations, or any committee or sub committee of such a body.
 - b) The attendance at a meeting of any association of authorities of which the Council is a member
 - c) The performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a members to be present while tender documents are opened.
 - d) Attendance by a councillor at a meeting which he/she is not a member for the purpose of explaining a motion referred from the Council.
 - e) The carrying out of any other duty approved by the Council, or any duty of a class so approved for the purpose of /or in connection with, discharge of the functions of the Council authority or any of its committees.
 - f) Attendance at seminars and training courses arranged by the Clerk.
 - g) Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council Local Government Services.

6) CLAIMS AND PAYMENTS

Payments made in respect of the basic allowance will be paid quarterly in arrears on the last Friday of the month: June, September, December and March. Travel expenses claim forms should be submitted monthly to the Clerk and will be paid by cheque during the last week of the month.

7) UPRATING FOR INFLATION

There will be no inflationary adjustment to the allowances set out in this scheme except those relating to travel, subsistence and child and dependent cares.

8) CO-OPTED COUNCILLORS

The basic remuneration allowance can only be paid to elected Councillors.

9) WITHHOLDING / RECOVERY OF PAYMENTS

9.1 If any Councillor is wholly suspended or partially suspended under part III of the Local Government Act 2000, or any regulations made under that part, the Council shall be entitled to withhold any payment of basic or travelling or subsistence allowances in respect of that period of suspension or partial suspension.

9.2 Where any councillor or independent member has already received a payment in respect of any period during which they have been:

- a) suspended or partially suspended from their responsibilities or duties as a member of authority in accordance with part III of the Local Government Act 2000 or regulations made under that part; or
- b) ceased to be a member of authority; or
- c) not entitled in any way to receive the allowance of that period, the Council may require that such part of the allowance as relates to the period in question shall be repaid to the authority.

MEMBER REMUNERATION SCHEME

EPPING FOREST DISTRICT COUNCIL GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS

1. INTRODUCTION

1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel expenses in respect of approved duties carried out on behalf of the Council. An approved is one which has been authorised by or on behalf of the Council in advance.

1.2 The Council has a formal scheme for allowances which is updated from time to time. This note is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE REMUNERATION SCHEME

2.1 This is a flat rate allowance payable to elected members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount.

3. TRAVEL EXPENSES

3.1 Members may reclaim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties.

3.2 Car Travel:



The normal rates for car travel are the same as the higher rates paid to the officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on a higher reserve of the claim form and are reviewed annually.

3.3 Shortest Distance:

Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue if approved or concerned. No claim for additional expenses will be entertained unless there is a valid reason for the incurring mileage.

3.4 Travel Direct from Workplace etc.:

For claims involving direct travel from a Councillor's place of work (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such shall be endorsed "CLAIM LIMITED" on the form.

3.5 Travel outside the district – Limit on Amount Claimable:

For journeys to approved meetings outside the district or by members outside the district, claims irrespective of mode of travel must not exceed the lower of:

- a) first class return rail fare plus underground and other fares from station to destination at each end of the journey; or
- b) the appropriate car mileage

3.6 Use of Public Transport within Epping Forest District:

The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). Where more than one class of fare is available, the first class fares may be claimed. A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

3.7 Cycle Allowance:

This allowance is payable at 40p per mile.

4. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

4.1 Remunerations payments will be paid net after tax and insurance.

