

# MEMBERS ALLOWANCES

## LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

As soon as reasonably practicable after the end of a year, an authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the authority stating the total sum paid by it in the year to each member in respect of each of the following—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

Notice is hereby given that Yate Town Council operates payment of expenses to its Members in line with the following policy:



### YATE TOWN COUNCIL

#### Chair's Allowance

Yate Town Council will make provision for the Chair annually, to assist in undertaking of duties attached to the post. A reasonable reimbursement of the expenses of an unpaid office is to be made to the Chair and is to be known as the Chair's Expense of Office Allowance. The allowance for expenses of office will be reviewed annually and agreed when setting the budget.

#### Members' Allowance

(a) Yate Town Councillors will continue to give their time freely and voluntarily and make a general policy that the Council does not pay participation allowance to Town Council Members.

(b) The Town Council do not pay travelling expenses for Members working within the parish in accordance with the decision of Full Council held on 11 November 2003. However, they continue to pay travelling and subsistence allowances for authorised duties undertaken outside the parish. The level of payment be the same as that received by South Gloucestershire Councillors.

(c) Members may only claim subsistence in situations where:

- They are on 'approved duties' outside Yate;
- Where the absence exceeds four hours;
- Where the member may necessarily incur expenditure;
- Where the expenditure is not met directly by the council.

Fares/Petrol/Parking – will be reimbursed on the production of a receipt. VAT fuel receipts will also be required to enable VAT to be reclaimed.

Where subsistence is claimable members will be reimbursed for their reasonable actual expenditure subject to the production of receipts. Claims cannot be made where a meal or buffet is provided, unless the member has specific dietary requirements which preclude their participating in the arrangements.

### **2022/2023 Members Expenses Paid**

*No travel or expenses payments have been paid to Yate Town Council members in the 2022/2023 financial year.*