



Keighley Town Council

Members Allowances & Expenses Policy

APPENDICES

None

1.1.1 Council Commitment

Whilst there is no provision in law enabling parish councils to pay individual councillors a wage commensurate with work done by that individual nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.

Such incidental expenses include: -

- a) the use of their homes.
- b) telephone calls from home landlines and mobile phones.
- c) stationery, printing and IT costs.
- d) use of car, motorcycle or bicycle.

Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Keighley Town Council will pay a basic members allowance to elected members intended to compensate for time taken on council business and these incidental costs, except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.

1.1.2 Legal Context

The provision of members allowances is made under Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 Part 5.

The provision of an allowance paid to the Chairman if a co-opted member is made under S15 of the Local Government Act 1972.

1.1.3 Town Councillor Basic Allowance

The basic allowance, as set by Keighley Town Council at its Annual Parish Meeting in May is paid to each elected Councillor. In 2022/23 the allowance payable to each qualifying Councillor¹ is £663.36 per annum. This is an 'historic' amount set by the Council.

¹ Local Authorities (Members' Allowances) (England) Regulations 2003, SI 2003/1021, reg 25(10) (added by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004, SI 2004/2596, reg 4)

As required by the Regulations, the recommended maximum Basic Allowance is expressed as a percentage (3%) of the Basic Allowance for Members of Bradford Metropolitan District Council (BMDC Basic Allowance 2022/23 = £ 13,463). Therefore, the Keighley Town Council basic allowance (£663.36) represents 4.92% of the amount payable under the Bradford Metropolitan District Council Member Allowance Scheme.

An elected member may choose not to receive all or part of a basic allowance to which they would otherwise be entitled by submitting this request in writing to the Clerk. The allowance is paid monthly in arrears through the Council's payroll system.

1.1.4 Chairman's Allowance

Keighley Town Council makes differential payment to the Chairman of the Town Council. The payment is to reflect the additional costs that will be incurred by the Chairman in fulfilling her/his civic duties.

A Chairman's Allowance is made available within the revenue budget and for 202/23, that amount is £5,700.

If the Chairman is a co-opted member then they may be paid an allowance as provided by S15 of the Local Government Act in the form of an expenses lump sum to be determined by Council and based on what should be reasonably be needed to meet the expenses of the office.

1.1.5 Travelling Allowance

An elected Councillor shall, in addition to their entitlement to a Basic Allowance or Chairman's Allowance, will only in exceptional circumstance be paid a travelling expense in respect of travelling undertaken in connection with the duties set out below and only for journeys outside the parish boundary of 20 miles or more (one way).

A co-opted Councillor shall be paid a travelling expense in respect of travelling undertaken in connection with the duties set out below only for journeys outside the parish boundary.

Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above will be approved in advance by the Town Clerk.

Councillors will not receive expenses for attendance at any meeting of Keighley Town Council or work within the parish.

The council will pay a travel allowance in accordance with the following:

Cars:

451 – 999cc 46.9p per mile

1000cc + 52.2p per mile

Motorcycles:

125cc and under 18.8p per mile

126cc and over 27p per mile

Bicycles: 20p per mile

Public transport: lowest available standard-class fare only, ticket receipts required.

Parking cost: actual cost with receipt

Claims by town Councillors in respect of travelling allowance should be made monthly on the prescribed form supplied by the Clerk and signed by the claimant. All claims to be made no later than 7th April next following the end of a year.

Payments shall be made to each Councillor by BACS in arrears.

Reimbursement of such expenses will be made free of income tax deduction and must not be claimed as business expense against a members' annual allowance on their income tax return.

1.1.6 Councillor Suspension

If a Councillor is suspended or partially suspended from his/her responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part, then:

- the part of the basic or Chairman's allowance payable in respect of the period for which he/she is suspended or partially suspended may be withheld by or repaid to the council

and

- any travelling allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the council.

1.1.7 Councillors elected for part of a year

Where entitlement to an allowance is based on a part of a year, allowances shall be paid on a pro-rata basis.

1.1.8 Publication of allowances and expenses paid

The council will publish the allowances and expenses paid as soon as practicable after the end of the financial year on the council's web site.

Version No	Date Adopted	Next Review Date	Amendments Made
V1.	May 2021	May 2022	
V2.	19 May 2022	May 2023	1.1.3 updated BMDC allowance figures and % impact
V3.	March 2023	May 2024	None.