

## Policy and Resources Committee

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<b>Date:</b>	<b>26 March 2013</b>
<b>Title:</b>	<b>Members' Allowances</b>
<b>Purpose of the Report:</b>	<b>To agree the policy detailing the terms and conditions of the adopted Scheme</b>
<b>Contact Officer:</b>	<b>Helen Stewart, Town Clerk</b>

### Background

A town or parish council is able to pay a basic allowance to its elected members each year. The amount payable to the chairman may differ from that of other members. The allowance is not a salary but a figure calculated to cover the expenses which are normally associated with the basic duties of being a councillor. Travelling and subsistence allowances are treated separately.

When the regulations were first introduced they applied to elected members only and not those who had been co-opted onto committees. However, the regulations were amended in 2004 so that some of the provisions relate to co-opted members. The level at which any allowance is set must have regard, to any recommendations which have been made by a parish remuneration panel.

Thame Town Council agreed to pay the basic allowance to its councillors in 2004. The Policy attached to this report attempts to summarise the terms and conditions of the Scheme for clarity and good governance.

### Risk Assessment

Although the Scheme has been agreed by the Council without a clear policy the detail of the arrangements could be lost within the minutes of council meetings. The attached policy also provides clear guidance for councillors on levels of payment and the frequency of review.

### Resource Appraisal

Annual budget estimates allow for any basic allowances to be paid to all councillors should they not revoke the right.

**Legal Powers:** Local Councillors (Councillors Allowances) (England) Regulations 2003 and The Local Authorities (Members' Allowances) (England) (Amendments) Regulations 2004.

### Recommendation:

*It is recommended:*

- i) To adopt the Members' Allowances Policy*