

FROME TOWN COUNCIL DRAFT SCHEME OF ALLOWANCES (DECEMBER 2023)

The Panel **recommends** the maximum basic allowance payable to members of Parish, Town and City Councils be as follows calculated on a basic allowance for 2023/24 of £15,500 as set out in Somerset Council's Scheme of Members' Allowances:

	<u>Electorate</u> (The number of councils that fall within each grouping is shown in brackets)	Percentage of Basic Allowance paid to Somerset Council Councillors	2023/24 Basic allowance available per City/Town/Parish Councillor
Level 5	20,000-35,000	8%	£1,240

The Panel **recommends** that if a council pays an enhanced basic allowance to its chair, then such chair's basic allowance shall not exceed twice that basic allowance payable to other members.

In view of the number and the differences in both size and scale of activity, the Panel **recommends** that, each city, town or parish council should determine the basic and chair's allowances, subject to the maximum set out above. Each council is in the best position to make a judgement, based on individual circumstances, whether it is appropriate to pay:

- (i) all or part of the basic allowance to reflect any incidental costs and time commitment;
- (ii) a basic allowance to all members or just the chair; or
- (iii) a higher amount to the chair if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.

Where any scheme for the payment of vehicular travel allowances exceeds the allowances specified by HM Revenue and Customs Mileage Allowance Payments (MAPs), the excess is a taxable benefit to the claimant. The Panel further notes that to introduce taxable benefits into the travel allowances scheme would be a disproportionate bureaucratic burden on the council.

MAPs are currently:

- i) Car – 45p per mile up to 10,000 and 25p per mile thereafter;
- ii) Passenger payments – up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for travelling allowance;
- iii) Motorcycle – 24p per mile; and
- iv) Bicycle – 20p per mile.

The Panel **recommends** that:

- i) vehicular travel allowances be equal to MAPs;
- ii) travel by public transport (including rail and bus) reimbursement of the standard fare or actual fare paid; and
- iii) parking fees – actual amount paid.

The Panel **recommends** that any subsistence allowances should be based on reimbursement of receipted expenditure within the maximum limits as set out in Somerset Council's Scheme of Members' Allowances, as set out below.

- Breakfast allowance (more than 4 hours away from the normal place of residence before 11 am) - up to a maximum of £9.01;
- Lunch allowance (more than 4 hours away from the normal place of residence, including the lunchtime period between 12 noon and 2 pm) – up to a maximum of £12.40;
- Tea allowance (more than 4 hours away from the normal place of residence including the period 3 pm to 6 pm) – up to a maximum of £4.82;
- Evening meal allowance (more than 4 hours away from the normal place of residence, ending after 7 pm) – up to a maximum of £15.36.
- Overnight absence (i.e. hotel accommodation) - maximum £ 144.45 or £162.91 (within London)

These payments only apply to duties undertaken outside of Somerset. Subsistence cannot be claimed for duties undertaken in Somerset.

List of Approved Duties

Frome Town Council is to define with reference to Somerset Council Scheme of Members' Allowances 2024/25.