

Agenda item 9

For decision - Staff Expenses & Cllr Allowances 2026

Author: Sarah Williams, Business Manager & RFO

Summary

We regularly review and update all our policies and procedures and now ask Council to approve the revised Staff Expenses policy and the Councillor Allowances rate for 2026/27.

The recommendations are:

1. To approve the revised Staff Expenses policy and associated appendices
2. To approve the 3.2% increase in Cllrs Annual Allowance to £1,332 pa

Staff Expenses policy

This policy has been updated to reflect new HMRC rates, in particular the mileage rate increase from 45p to 55p per mile. You will note that all staff are encouraged to use alternative transport before using their own cars for work purposes.

The policy document has been rewritten using Copilot in plain English and in a more concise format. [The current version can be viewed on the website here](#). The proposed new version can be found in [Appendix 9.1 which can be viewed on the website here](#).

Cllr Allowances 2026/27

Councillor Allowances were introduced for the first time in 2024/25, at the rate recommended by Somerset Council's Remuneration Panel of 8% of the rate of Principal Authority Cllrs. The allowance for Somerset Cllrs in 2026/27 has been increased to £16,651 and 8% would be £1,332. We are therefore proposing that Frome Town Cllrs Allowance be increased in 26/27 from £1,291 to £1,332, an increase of 3.2%, and back dated to 1 April 2026.

Other options considered	N/A
Key considerations for the Council	To ensure that FTC has up to date information policies that are compliant with current legislation and law
Consultation and feedback	N/A
Links to Council Plan and Medium-Term Financial Plan	Aim 5 of the Council Plan
Financial and Risk Implications	There is risk in not having up to date policies and rates of allowances
Legal / HR Implications	These proposals support our HR, legal and recruitment policies
Equalities Implications	These proposals support small Allowances for Cllrs who might otherwise be unable to serve

Background Papers	https://www.frometowncouncil.gov.uk/wp-content/uploads/2023/01/Agenda-item-4-For-decision-Cllr-allowances.pdf
Report Sign-Off	Jane Llewellyn, Acting Deputy Town Clerk, 1/7/26

Recommendations

1. To approve the revised Staff Expenses policy and associated appendices
2. To approve the 3.2% increase in Cllrs Annual Allowance to £1,332 pa