

## **PUBLIC NOTICE**

### **SANDWICH TOWN COUNCIL**

#### **The Local Authorities (Members Allowances) (England) Regulations 2003**

The above Regulations provide that a Town Council may pay a parish a basic allowance for each year:

- (a) to its Chairman only; or
- (b) to each of its members.

The amount of the allowance payable to the Chairman may differ from that payable to other members of the authority; but otherwise the amount must be the same for each member.

The Regulations also provide that a Town Council may pay to its members travel and subsistence allowance including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of various prescribed duties;

In the case of both allowances, the Town Council must have regard to recommendations contained in a report of an independent parish remuneration panel.

Take Notice:

- (1) The Council has received a report, dated October 2009, from the East Kent Joint Parish Independent Remuneration Panel in respect of the above allowances.
- (2) The report divides Town/Parish Councils into Band A, Band B and Band C having regard to parish electorate and precept. Sandwich Town Council is in Band C.
- (3) The recommended levels of parish Basic Allowance are:

Band A	£560
Band B	£280
Band C	£140

The report also recommends that the Parish Chairman's Basic Allowance be applied on a factor basis of the Parish Basic Allowance multiplied by two:

Band A	£1,120
Band B	£560
Band C	£280

The report also recommends that for approved duties (within the scope of the regulations) that take place outside the parish boundary, the HM Revenue and Customs Approved Mileage Allowances should be adopted. No travel allowance should be paid for travel and subsistence within the confines of the parish boundary.

The report also recommends that parish councils give consideration as to time limits within which claims may be submitted under the travel and subsistence allowance scheme.

Copies of the Panel's report are available for inspection on reasonable notice. If you wish to inspect a copy of the report you should contact the Town Clerk at Guildhall, Cattle Market, Sandwich, Kent CT13 9AH (01304 617197) [info@sandwichtowncouncil.gov.uk](mailto:info@sandwichtowncouncil.gov.uk)  
A copy of the report will be supplied upon request for a fee of £1.

(4) Sandwich Town Council has set the following levels for Basic Allowance, Chairman's Basic Allowance and Travel and Subsistence which shall be payable to all members of Sandwich Town Council forthwith:

<b><u>Parish Basic Allowance</u></b>	<b>Nil</b>
<b><u>Parish Chairman's Basic Allowance</u></b>	<b>Nil</b>
<b><u>Travel and Subsistence Allowance</u></b>	<b>HM Revenue and Customs Approved Mileage Allowance. Claims must be submitted within 30 days.</b>

Signed.....T. Ward..... (Clerk)

Dated.....8/12/09.....