

# Canvey Island Town Council

## Members Remuneration Scheme

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Canvey Island Town Council, in exercise of the powers conferred by the Local Authorities (Members Allowances) Regulations 2003 and having considered the Parish Remuneration Panel for Castle Point Borough Council, hereby makes the following scheme:

This scheme may be cited as the Canvey Island Town Council Members Remuneration Scheme and shall have effect for the period from 16<sup>th</sup> January 2012 until further notice.

### **In this scheme:**

Councillor means a member of the Canvey Island Town Council who is an elected Councillor.

### **Parish Basic Allowance**

Council have agreed no allowance will be paid to any member.

### **Renunciation**

A councillor may by notice in writing given to the Town Clerk elect to forego all or any part of his/her entitlement to any allowance under this scheme.

### **Parish Travel Expenses**

The Council will pay to its members travel expenses undertaken or incurred outside of Canvey Island in connection with the performance of any duty within one or more of the following categories on the basis that the expense is wholly necessary and exclusively for the member to fulfil his/her duties as a Councillor.

(1)

- a. the attendance at a meeting of the Council or of any committee or subcommittee of the authority, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;
- b. the attendance at a meeting of any association of authorities of which the Council is a member.
- c. the performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- d. the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- e. the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

(2) The maximum rates for parish travel expenses shall be the same as the current rates as set out in Appendix 1 to this scheme.

## **Claims and Payments**

- 1) Claims for payment in respect of travelling expenses should be submitted on an Expense Claim form agreed by the Council to the Town Clerk within two months of the expense incurred with all supporting documentation.
- 2) The Council will deduct from the payments as necessary any amounts due in respect of income tax, National Insurance contributions etc.
- 3) A member of the Council who is also a member of another Council may not claim or receive payments of allowances from more than one Council in respect of the same duties.

## **Up Rating Inflation**

- (1) The maximum rates of travel expenses specified in the scheme will be increased in line with any increases implemented by HM Revenue & Customs.
- (2) The parish basic allowance will be reviewed each year by the Policy & Finance Committee. A recommendation for change, if any, will be made to the meeting of the Council which sets the Councils precept for the following financial year.
- (3) Any such adjustments shall only be applied for a maximum of 4 years from the date of commencement of this scheme. Continuation beyond 4 years shall be dependent upon consideration of a report of the Parish Remuneration Panel.

## **Amendment and Revocation of Scheme**

- (1) This scheme may be amended at any time and up rating for inflation shall not be deemed to be an amendment.
- (2) This scheme may only be revoked by resolution of Full Council.

## Appendix 1

### PART 1

#### Rates of Travelling Allowances and Provisions Relating Thereto

- 1) The rate for **travel by public transport** shall not exceed the amount of the ordinary fare or any available cheap fare.
- 2) The rate for **travel by a member's own solo motor cycle** or one provided for his/her use, shall not exceed:
  - a. for the use of a solo motor cycle
    - i. first 10,000 miles – 24p per mile
    - ii. above 10,000 miles – 24p per mile
- 3) The rate for **travel by a member's own private motor vehicle**, or one belonging to a member of his/her family or otherwise provided for use, shall not exceed:
  - a. for the use of a motor car
    - i. first 10,000 miles – 45p per mile
    - ii. above 10,000 miles – 25p per mile

Car parking will be reimbursed at a cost on production of a valid car parking ticket for the journey involved.

- 4) The rate for **travel by taxi-cab or cab** shall not exceed:
  - a. in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
  - b. in any other case, the amount of the fare for travel by appropriate public transport.
- 5) The rate for **travel by a hired motor vehicle other than a taxi-cab** shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it; provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.
- 6) The rate for **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:
  - a. the ordinary fare or any available cheap fare for travel by regular air service; or
  - b. where no such service is available or in case of urgency, the fare actually paid by the member.
- 7) For travel outside the county of Essex the cost of travel by private motor vehicle or taxi or taxi-cab will normally only be reimbursed up to the cost of travel by public transport, unless the body determines otherwise.