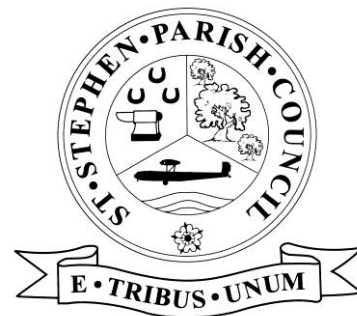


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL : MRS JULIET PIENAAR  
THE PARISH CENTRE STATION ROAD BRICKET WOOD  
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## COUNCILLOR ALLOWANCE SCHEME 2019/20

The Councillor Allowance Scheme is made in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003 and was adopted by St Stephen Parish Council on 18 March 2004 subject to an annual review. The Scheme for the year 1 April 2019 to 31 March 2020 was approved and adopted by Council on 16 May 2019 reference item 017

**Members may elect to forego entitlement to all or any part of an allowance by written notice to the Clerk.**

### BASIC ALLOWANCE

£360 pa

### TRAVEL ALLOWANCE

For approved duties outside the Parish

- |  |               |
|--|---------------|
| a) Private Motor Vehicle:  | 45 p per mile |
| b) Motorcycle  | 24 p per mile |
| c) Bicycle   | 20 p per mile |
| d) Public transport (Bus fare, second class Rail fares, Taxi fare) | Actual fare   |

### SUBSISTENCE ALLOWANCE

Maximum rates for approved duties outside the Parish

- |  |         |
|--|---------|
| a) Breakfast Allowance   | £6.88   |
| b) Lunch Allowance   | £9.50   |
| c) Tea Allowance   | £3.76   |
| d) Dinner Allowance (only payable if arrival home is later than 8.30 pm)<br>Tea and dinner allowances are not payable for the same evening | £11.77  |
| e) Overnight absence   | £130.00 |

Travel and subsistence allowances may be claimed to reimburse actual expenses up to the maximum rates incurred in the performance of approved duties by completing the appropriate form and shall be, wherever practical, accompanied by the receipted bill for the amount of expenditure incurred.

### CHILD CARE OR DEPENDENT RELATIVE ALLOWANCE

£7.50 per hour

Only payable for the reimbursement of costs incurred arising from attendance at meetings or other events in connection with Council business and is limited to one allowance per household. Claims must be submitted within three months of the expenditure, supported by receipts wherever possible, on the appropriate form.

Note: 'approved duties' shall mean duties approved by the Council or its committees