

# COLLINGHAM *Parish Council*

## COUNCILLORS ALLOWANCES & EXPENSES POLICY

**ADOPTED: December 2025**

**Next review: December 2026**

### **Council Commitment**

Whilst there is no provision in law enabling parish councils to pay individual councillors a wage commensurate with work done by that individual, nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.

Such incidental expenses include: -

- a) the use of their homes.
- b) telephone calls from home landlines and mobile phones.
- c) stationery, printing and IT costs.
- d) use of car, motorcycle or bicycle.

Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Collingham Parish Council will pay a basic members allowance to elected members intended to compensate for time taken on council business and these incidental costs, except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.

### **Legal Context**

The provision of members allowances is made under Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 Part 5.

The provision of an allowance paid to the Chairman if a co-opted member is made under S15 of the Local Government Act 1972.

### **Parish Councillor Basic Allowance**

The basic allowance, as set by Collingham Parish Council at its Annual Parish Meeting in May is paid to each elected Councillor. The allowance payable to each qualifying Councillor<sup>1</sup> is £50 per annum.

Following election each Councillor will receive a ream of paper for the purposes of printing during the term

As required by the Regulations, the recommended maximum Basic Allowance is expressed as a percentage of the Basic Allowance for Members of Newark & Sherwood District Council (NSDC Basic Allowance 2024/25 = £5,580). Therefore, the Collingham Parish Council basic allowance (£50) represents less than 1% of the

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<sup>1</sup> Local Authorities (Members' Allowances) (England) Regulations 2003, SI 2003/1021, reg 25(10) (added by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004, SI 2004/2596, reg 4)

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amount payable under the Newark & Sherwood District Council Member Allowance Scheme.

An elected member may choose not to receive all or part of a basic allowance to which they would otherwise be entitled by submitting this request in writing to the Clerk. The allowance is paid annually in May via BACS

## **Chairman's Allowance**

Collingham Parish Council makes differential payment to the Chairman of the Parish Council. The payment is to reflect the additional costs that will be incurred by the Chairman in fulfilling her/his civic duties.

A Chairman's Allowance is made available within the revenue budget and that amount is £300.**Travelling Allowance**

An Councillor shall, in addition to their entitlement to a Basic Allowance or Chairman's Allowance, will be paid a travelling expense in respect of travelling undertaken in connection with the duties set out below and only for journeys outside the parish boundary. Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

All claims for travel allowance should be in accordance with the Expenses Policy

Approval for the attendance at events referred to above will be approved in advance by the full Council

Councillors will not receive expenses for attendance at any meeting of Collingham Parish Council or work within the parish.

The council will pay a travel allowance in accordance with the following:

Cars: 45p per mile

Motorcycles: 24p per mile

Bicycles: 20p per mile

Public transport: lowest available standard-class fare only, ticket receipts required.

Parking cost: actual cost with receipt

Claims by Parish Councillors in respect of travelling allowance should be made as soon as possible after the journey has been undertaken on the prescribed form. All claims to be made no later than 1 month after being incurred

Reimbursement of such expenses will be made free of income tax deduction and must not be claimed as business expense against a members' annual allowance on their income tax return.

## **Councillor Suspension**

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If a Councillor is suspended or partially suspended from his/her responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part, then:

- the part of the basic or Chairman's allowance payable in respect of the period for which he/she is suspended or partially suspended may be withheld by or repaid to the council

and

- any travelling allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the council.

## **Councillors elected for part of a year**

Where entitlement to an allowance is based on a part of a year, allowances shall be paid on a pro-rata basis.

## **Publication of allowances and expenses paid**

The council will publish the allowances and expenses paid as soon as incurred along with all other payments for the month.