



**Armthorpe
Parish
Council**

Councillors Allowance Policy

INTRODUCTION

A local Council may pay a Parish Basic Allowance each year to its elected Councillors (but not to Councillors who have been co-opted). A separate allowance may be made available to the Chairman only, to assist in fulfilling a public role.

PARISH BASIC ALLOWANCE

A local Council may pay a Parish Basic Allowance each year to its Chairman only or to each of its elected Councillors (but not to Councillors who have been co-opted). The amount payable to the Chairman may differ from that of other members but otherwise shall be the same for each member.

City of Doncaster Council, in exercise of the powers conferred by Section 18 of the Local Government and Housing Act 1989 as amended by Section 99 of the Local Government Act 2000 and various Regulations the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes recommendations for the following scheme:-

- Chairman's Allowance (Chairman of Parish Council) - a maximum of 10% of City of Doncaster Council's Basic Allowance.
- Basic Allowance (All other Parish Councillors) - a maximum of 5% of City of Doncaster Council's Basic Allowance.

The allowance is treated as taxable income and will be paid quarterly or monthly. Members will be required to complete relevant HMRC forms to declare employment status and/or any works or pension benefits claimed.

Any member of the Parish Council may decide to forgo¹ all or part of his or her allowance entitlements. The member must do this by notice in writing to the Proper Officer of the Council.

The Parish Council will keep records² of all allowance payments and, at the end of each financial year, post a notice in the parish for a period of at least fourteen days setting out the total sum paid over the year and the amounts paid to each individual member in respect of the parish basic allowance and parish travelling and subsistence allowance.

Armthorpe Parish Council allows elected Councillors to receive the Parish Basic Allowance as a reflection of the time commitment of the role, including the many incidental costs they incur in carrying out Council duties. Such incidental expenses include:-

- the use of their homes
- telephone calls from home landlines and mobile phones

¹ The Local Authorities (Members' Allowances) (England) Regulations 2003 Reg.32

² The Local Authorities (Members' Allowances) (England) Regulations 2003 Reg.31

- stationary, printing and IT costs
- use of car, motorcycle or bicycle
- cost of care for dependants whilst fulfilling duties

TRAVEL ALLOWANCE

In addition to the basic allowance, expenses for mileage for the purpose of Parish Council business outside the parish can be claimed. A discretionary travel allowance for travel to both elected and co-opted Councillors may be paid for the following, but only when they occur outside the parish boundary:-

- Attending a meeting (or committee) of the Parish Council Attending a meeting (or committee) of some other body to which the Parish Council makes appointments or nominations
- Duties undertaken on behalf of the Parish Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- Attending a meeting of a local authority association of which the Parish Council is a member
- Duties undertaken on behalf of the Parish Council in connection with the discharge of any function of the Parish Council conferred by or under an enactment and empowering or requiring the Parish Council to inspect or authorise the inspection of premises
- Any other duty approved by the Parish Council in connection with discharging the duties of the Parish Council or its committees.
- In accordance with the Remuneration Panel recommendations, the mileage allowance has been set 45p per mile.
- In the case of public transport, the level of allowance paid will be equal to the actual cost of travel. Claims for travel allowance should be made in writing to the clerk within 4 weeks of the meeting or duty undertaken, stating the reason for the claim and mileage to be claimed. Public transport receipts must be provided where applicable.

CHAIRMAN'S ALLOWANCE

The Chairman may be paid an allowance as provided by *Local Government Act 1972 S15 (5)* based on what should reasonably be needed to meet the expenses of the office and public duties. The allowance will be paid retrospectively upon the presentation of receipts and is not treated as income or taxable.

The allowance amount is set at £100 per annum and will be reviewed annually.

Drafted: 30th October 2025

Adopted: 2nd June 2026

Next review: June 2031



Parish Basic Allowance Councillor Application Form 2026/27

Armthorpe Parish Council operates a Councillors Allowance Policy. The allowance is treated as taxable income and will be paid quarterly in arrears. Members are required to complete relevant HMRC forms to declare employment status and/or any works or pension benefits claimed.

Any member of the Parish Council may decide to accept/forgo all or part of his/her allowance entitlements. The member must do this by completing the form below.

Name:

Address:

| Allowance | Claim | |
|-----------------|-------|----|
| | Yes | No |
| Basic Allowance | | |
| Bank Details | | |
| Bank Name | | |
| Bank Address | | |
| Name on Account | | |
| Sort Code | | |
| Account Number | | |

This form must be completed in conjunction with an HMRC Starter Checklist form. You may complete the attached paper form or an online form <https://www.gov.uk/guidance/starter-checklist-for-payee> and return to the Clerk.

Signed:

Date:



**Armthorpe
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**Travel Allowance
Councillor Application Form**

| Date | Details of Journey | Reason | Miles |
|------------------------------|--------------------|--------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total Amount Claimed: | | | |

I certify that:

1. Where the above fuel claim has arisen whilst on official business, my policy of motor insurance indemnifies Armthorpe Parish Council against any third party claims arising out of use of that vehicle.
2. The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
3. I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed:

Date:

Date Paid:

RFO Signature: