

## ALLOWANCES FOR MEMBERS OF PARISH COUNCILS IN ENGLAND

Annual Meeting of the Council  
6.5.26 Item 25(a)

### AN035 - Members' Allowances: England

Part 5 (regs 24 to 32) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003 No 1021) deals specifically with local councils in England. The local council may decide to pay a parish basic allowance to the chair only, or to each of its members. If the allowance is paid to members, it will be available only to elected (not co-opted) members. The amount payable to the chair may differ (i.e. a higher sum may be awarded because of the extra duties that may be involved (Reg. 25). Part-years are payable pro rata.

The local council may also decide to pay travelling and subsistence allowance for the purpose of, or in connection with, the discharge of its functions. This is broad enough to include conferences if the local council so desires. A travelling and subsistence allowance may be paid to all members, whether elected or co-opted.

In setting the level of these allowances, the local council must have regard to the recommendations of an independent panel established by the district council or unitary or county council, usually known as the Parish Remuneration Panel (Reg. 27). The local council does not have to follow the recommendation. The expenses of this panel may be met by those local councils for whom recommendations are made.

Part 5 also makes provision in respect of the publicity that must be given to such recommendations and to the local council's decision on setting the basic allowance, and public rights to inspect the information given. Part 5 also makes provision in respect of the records that must be kept of payments made, and in respect of the publicity that must be given to such payments at the end of a financial year.

A member may, by notice in writing to the local council's proper officer, elect to forego their entitlement (or part of it) to allowances. When making payments to councillors under the allowance scheme, where appropriate, income tax should be deducted under PAYE.