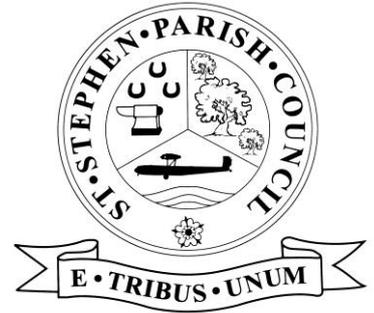


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL: SUSAN HAKE  
THE PARISH CENTRE STATION ROAD BRICKET WOOD  
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## **COUNCILLOR ALLOWANCE SCHEME 2020/21**

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 2020 to 31 March 2021 to be reviewed 17 Sept 2020

**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) | £11.77  |
| Tea and dinner allowances are not payable for the same evening           |         |
| 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.

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