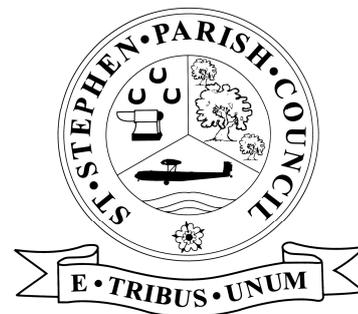


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL : SUSAN HAKE  
THE PARISH CENTRE STATION ROAD BRICKET WOOD  
ST ALBANS HERTS AL2 3PJ  
Tel: 01923 681443  
Email: clerk@ststephen-pc.gov.uk  
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## COUNCILLOR ALLOWANCE SCHEME 2024/25

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 2024 to 31 March 2025 was approved and adopted by Council on 18 January 2024 reference item 2324/097 c

**Elected 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