

Basic Parish Allowance Report

Background

Parish Councillors who stood at the last Parish Council election are considered an "elected Councillor", even though the election was uncontested and are entitled to the Basic Parish Allowance as per Section 100, Local Government Act 2000 which makes provision to enable Parish Councils to pay Councillors Allowances.

- Allowances made payable to members of a Parish Council
- Travelling and subsistence allowances payable to members
- Allowances payable to members for attending conference and meeting

The MBC Councillor Allowance for 2025/26 is £6,228.55.

Staplehurst Parish Council agrees to pay the Councillors allowances:

- **Basic Parish Allowance** – 10% of MBC = £622.86, note tax, national insurance etc applies.
- **Travel**– 0.45p per mile (car) – only for travel out of Parish
- **Subsistence** - in-line with MBC subsistence policy below

"are entitled to claim a subsistence allowance when, in attending meetings which relate to functions of the Council, they are kept away from their normal place of residence for significant periods of time at certain times of day. Subsistence will only be paid upon the production of a receipt for the purchase of a required meal. If Councillors or Co-opted Members are attending a meeting or function where a meal is provided for them, they are not entitled to claim a subsistence allowance. If a Councillor or Co-opted Member attends an approved Conference which includes an overnight stay away from his/her usual place of residence the Councillor or Co-opted Member can claim the cost of an evening meal up to a maximum of £20 per head, provided they submit a receipt with the Travelling and Subsistence Claim Form. Members and Co-opted Members are reminded that any Travelling and Subsistence Claim Form should be submitted within two months of the approved duty for which they are claiming.

Parish Chairman

Chairmans allowance -15% of MBC = £934.29, note Tax, National Insurance etc applies.

Therefore, The Clerk wrote to eligible Councillors offering the Basic Parish Allowance on the 23rd May 2025 seeking a respond by 5pm Monday 23rd June 2025 if a Parish Councillor wished to **forgo** their Basic Parish Allowances.

Councillors who have been co-opted are **not entitled** to Basic Parish Allowance, namely Cllrs Farragher, Wakeford, Melville and Rhodes.

Detail

The following Parish Councillors responded by 5pm Monday 23rd June 2025 forgoing their Basic Parish Allowance are Cllrs Hotson, Ash, Perry, Arger, Pett and Mclaughlin.

Therefore, Parish Councillors that are taking the Basic Parish Allowance are:

Cllrs Alesi, Castro, Martin, Sharp and Riordan.

Payment, Tax, National Insurance

Councillor Allowance £622.86 less tax – Basic Rate or individuals current tax rate

Chairman's Allowance £934.28 less tax – Basic Rate or individuals current tax rate

If Councillors do not currently pay tax, any tax deducted should be claimed by completing a self-assessment form

Costs

Approval of adding five additional persons to the Council Sage Payroll: cost £2 p.m. for 6-11 employees Total Cost £96.00 p.a.

Approval of Basic Parish Allowance per Councillor £622.86, BPA Chairman £934.28. Total Cost for 5 Councillors incl. the Chairman £3,425.72 p.a.

Total cost £3,521.72

Transparency

This Basic Parish Allowance report will be published on the Council's website and a list of those Councillors who chose to receive the Basic Parish Allowance.

Approved 4th August 2025 – minute 2379/4.6