



## **Councillor Allowance Policy**

### **Introduction and Purpose**

1. Diss Town Council pays an annual allowance to elected councillors. The scheme operates in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The purpose of this scheme is to recognise the time and expense involved in being a councillor, to ensure no member suffers financial loss due to their public service, and to promote inclusivity.
3. Co-opted members are not eligible to receive this allowance.

### **Allowances**

4. All councillors are entitled to a standard flat-rate allowance, intended to cover time commitment, telephone & internet costs, use of home, travel within the Town Council boundary and general duties.
5. Councillors undertaking substantial additional responsibilities - such as Committee Chairs, the Council Leader, and the Mayor - are eligible for a Special Responsibility Allowance.
5. The current annual allowance rates offered to Members-elect are:

Standard Councillor:	£110
Committee Chair:	£190
Mayor/Council Leader:	£318
6. Members may claim only one allowance. The Committee Chair, Council Leader, and Mayor rates are inclusive of the Standard Councillor allowance and are not paid as additional sums.
7. Payments will be made annually.
8. All allowances are taxable and subject to deductions required by HM Revenue and Customs (HMRC).
9. In February 2026, the Council resolved that only members who achieve at least 75% attendance at Full Council meetings and their respective committees will be eligible to claim the allowance.

### **Travel and Subsistence Allowance**

10. In addition to the allowance, elected and co-opted members may claim reimbursement for approved travel (outside the parish boundary). Rates for travel will be paid in line with HMRC approved mileage rates or standard class public transport fare.
11. Subsistence expenses (meals / overnight) may be claimed for approved duties away from home, subject to providing receipts.
12. Claims must be submitted within 3 months of the expenditure.
13. These payments are reimbursements and do not constitute a salary.

### **Carers' Allowance**

14. A Dependants' Carers' Allowance is payable to councillors for the reimbursement of actual costs incurred in hiring a carer for children or dependent adults while on approved council business.
15. Claims must be supported by receipts.

### **Suspension and Resignation**

16. If a councillor is suspended or partially suspended following a breach of the Code of Conduct, the Council will withhold basic and special responsibility allowances for the period of suspension.
17. If a councillor resigns, the allowance will be prorated up to the date of resignation.

### **Councillor Allowance Appeal Procedure**

18. If a councillor disagrees with a decision made regarding their allowance or expense claim, they may invoke the following appeal procedure.

#### **Stage 1: Request for Reconsideration**

19. The councillor must submit a written request for reconsideration to the Town Clerk within 10 working days of the disputed decision or payment communication.
20. The request must include:
  - The specific decision being disputed.
  - The grounds for the appeal (e.g., calculation error, misinterpretation of policy).
  - Any supporting evidence (e.g., receipts, email confirmations).
21. The Town Clerk will review the claim within 10 working days and provide a written response.

## Stage 2: Appeal Panel

22. If the councillor is dissatisfied with the Town Clerk's decision, they may request a formal appeal in writing to the Chair of the Council within 5 working days of receiving the Stage 1 response.
23. An Appeal Panel, consisting of three members of the Council (excluding the Chair and those involved in the original decision), will be convened.
24. The Appeal Panel will hear the appeal within 15 working days.
25. The councillor may attend the meeting to present their case.
26. The decision of the Appeal Panel is final and will be communicated in writing.

## **Public Inspection**

27. All allowance claims and payments are subject to public inspection in accordance with local transparency requirements.