



## **Members' Allowance Policy**

### **The Local authorities (Members' Allowances) (England) Regulations 2003**

This regulation allows Town and Parish Councils to pay a basic parish allowance (Regulation 25) to its Chairman only or to each of its elected members.

Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

Under the Regulations the relevant Council is required to undertake a full review every four years.

### **Sevenoaks Town Council**

In January 2024 Sevenoaks District Council set their basic allowance at £6,044 per annum.

The basic parish allowance, as set by Sevenoaks Town Council at its meeting held on 03 March 2025 is £309 per annum for members.

The Mayors' parish allowance is set at £6,044 along with a car/ travel allowance of £2,715 per annum.

### **Procedure and Payment**

Payment of the basic allowance will be made directly into a Members bank account.

When paying allowances under this policy, the Council is obliged by law to deduct income tax, where appropriate, under the PAYE system.

A Member is entitled to forgo all or part of their entitlement to the allowances.

At the end of the financial year, the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member allowances.

## **Adopted at Finance & Delivery Committee – 03/03/2025**

The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

### **RECOMMENDATION**

**That members consider setting the following allowances:-**

- **Sevenoaks Town Council Members parish allowance for 2025/26 at £309 per annum.**
- **Sevenoaks Mayors' parish allowance for 2025/26 at £6,044 per annum.**
- **Sevenoaks Mayor's car/ travel allowance for 2025/26 at £2,715 per annum.**