



WARWICK TOWN COUNCIL

SCHEME FOR MEMBERS ALLOWANCES

January 2025

FOREWORD

The Town Council of Warwick, consistent with its policy of providing information to the general public and maintaining openness about its activities, will make details of its Members' Allowances Scheme available to the public. Copies of this document are available from the Town Clerk, Court House, Jury Street Warwick, CV34 4EW. Telephone 01926 411694.

Details of amounts paid to individual members of the Council are also open to public inspection by prior arrangement.

It is anticipated that the cost of the Members Allowances scheme in 2025/26 will be £12,197.50.

Jayne Topham Town Clerk and Responsible Financial Officer

SCHEME FOR MEMBERS ALLOWANCES

Warwick Town Council, in accordance with the powers conferred by the Local Authorities (Members Allowances) Regulations 2003, has made the following scheme for Members' Allowances.

Definitions

1. In this scheme: -

- (i) "Councillor" means a member of the Town Council of Warwick Town Council who is a Councillor duly elected;
- (ii) "Year" means the twelve months ending with the Annual Meeting of the Council.

Note: This scheme does not apply to any member of the Council who may have been co-opted to the office of Councillor under the Local Elections (Parishes and Communities) Rules 1986.

- (iii) This scheme shall commence with effect from the 1st April 2004.

2. Basic Allowance

Subject to paragraph 5 and 7, for each year a basic allowance of £566.50, shall be paid to each Councillor.

3. Mayoral or Chair's Allowance

- (i) For each year an allowance shall be paid to the Councillor who is elected to the position of Mayor.
- (ii) In accordance with the provisions contained within the Local Government Act, 1972 (section 15 (5)), this allowance shall be such amount as the Council shall from time to time determine. The allowance for the year 2025/26 shall be £3,700. £500 paid to the Mayors consort if applicable.

4. Renunciation

A Councillor may by notice in writing given to the Responsible Financial Officer elect to forego any part of his/her entitlement to an allowance under this scheme.

5. Part Year Entitlements

- (i) This part of the scheme deals with entitlement to allowances where during any year the scheme is amended; a Councillor is elected to or leaves the Council; or a Councillor takes on or gives up the position of Chair, for which an allowance is payable.
- (ii) Newly elected Councillors or Councillors leaving the Council during the year will be entitled to basic allowance pro rata to the full year allowance.
- (iii) A Councillors entitled to the Chair's or Mayor's allowance for part only of any year will be paid a pro-rata amount.

6. Payments

- (i) Payments of allowances shall be made annually through Warwick Town Council's payroll system.

7. Uprating

- (i) The amounts detailed in this scheme shall apply up to and including the Annual Meeting of the Council.
- (ii) In respect of each year thereafter, the allowances identified in paragraphs 2 and 3 above shall be increased by the Council in accordance with the Local Government Salary settlement as agreed by the National Joint Council.
- (iii) In accordance with the recommendations of the Parish Remuneration Panel, the indexation of the allowances within this scheme shall be utilised for four years, or until the Council requires a further review whichever is the earlier.

8. Withholding Allowances

Where a member is suspended or partially suspended from his/her responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the parish basic allowance payable to him/her in respect of the period for which he is suspended or partially suspended may be withheld by the Council, or in the event that part of the allowance has been paid, that part of the allowance as relates to any such period shall be repaid to the Council.

9. Travel and Subsistence Allowances

- (i) Councillors shall be entitled to claim allowances for the cost of certain travel and subsistence, 45p per mile HMRC rate recommended.
- (ii) The Responsible Financial Officer shall increase the amounts of these allowances from time to time in line with the maximum amounts authorised by the Secretary of State for the Environment, subject to report to the Policy and Resources Committee of the Council.

10. Deputy Mayor's Expenses

For those occasions where the Vice Chair (Deputy Mayor) of the Council is required to attend official functions but does not have use of the civic car, it will be appropriate for the Vice Chair to be reimbursed any car travel expenses incurred, in accordance with the rates set out in item 9.