



Hullbridge Parish Council Members Allowance and Expenses Policy

Adopted 13/10/2025

Reviewed Annually

Introduction

This policy outlines the occasions on which payments may be made to members.

Background

Elected members of Hullbridge Parish Council (HPC) may receive an allowance in recognition of the time, work and costs involved in representing the people of Hullbridge. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. In order to qualify for this member must attend 75% of Full Council and committee meetings during the year prior to payment being made. Members who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings during their time. Co-opted members are not eligible to receive this allowance.

Members Allowances

Members can claim a paid Basic Allowance each year. The sum of which is determined by an Independent Remuneration Panel under The Local Authorities (Members' Allowances) (England) Regulations 2003 .

Members will be required to declare their allowance to HMRC through the Council PAYE system.



Rates set by Rochford District Council

Parish/Town Council	% of RDC Basic Allowance	Addition for Quality Status
Band 1 Barling Magna, Canewdon, Foulness Island, Paglesham, Rawreth, Stambridge and Sutton	5%	5%
Band 2 Ashingdon and Great Wakering	15%	5%
Band 3 Hawkwell, Hullbridge and Rochford	20%	5%
Band 4 Hockley and Rayleigh	25%	5%

Therefore, using the framework and considering a Rochford District Council basic allowance of £5820, the following would be recommended for the Parish/Town Council basic allowance in 2025/2026:-

Hullbridge - £1164.00 per annum maximum

Hullbridge Parish Councillors DO NOT currently claim an allowance (this is due to be reviewed in September 2026)

If Councillors were to draw an allowance they would need to have attended 75% of meetings in the previous civic year;

The basis for the actual amount paid to each eligible Member is set out below. The figures presented are based on Council agreeing the full maximum allowance. If Council decides to set the basic allowance at a percentage of the full amount the amounts will change accordingly:

- i. Divide the civic year into 12 months. Divide £1,164 by 12 = £97
- ii. Councillors will be remunerated through Council's external payroll provider, by bank transfer. PAYE will automatically inform HMRC of your earnings from Hullbridge Parish Council. NI will not be applicable. Councillors over the retirement age will automatically have the basic rate tax code applied.
- iii. Members who leave Council part way through the year will receive a pro-rata allowance, depending on how many months' meetings they have attended.



- iv. The Regulations provide for the recovery of allowances already paid to a Member, where for example, that Member has been disqualified for a period of time following a complaint being made to the Standards Board for England (Reg 25(8)).
- v. Members who do not wish to claim the allowance must inform the Parish Clerk in writing.
- vi. As soon as reasonably practical after setting the levels at which the allowance is to be paid and to whom, the Council must arrange for the publication in a conspicuous place, for a period of at least 14 days, within the Parish, a notice containing information about any recommendation in respect of paying a basic allowance; the levels at which the Council has decided to pay a basic allowance and to whom it is to be paid. A statement that in reaching the decision, Council had regard to the recommendation of the Independent Remuneration Panel.

Members Expenses

Members can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the area or when they are out of pocket for some other approved reason.

Member Training and Travel

All members (including co-opted) can reclaim the cost of any approved training and the associated travel costs (outside of the Parish) at the agreed rate per mile or fares paid. The training/event must be agreed in advance for claims to be payable and any associated receipts provided. Claim forms are available from the parish office.

Travel and Childcare/Carers Allowance

- Bus fare or second class railway train fare
- A mileage allowance for use of members' vehicle, together with an additional allowance for passengers
 - A private car allowance of 45p per mile
 - A passenger allowance of 5p per mile
 - A motorcycle allowance of 24p per mile
 - A bicycle allowance of 20p per mile
- Child dependents £15.00 per hour of care whilst members undertaking approved duties
- Adult dependents £21.60 per hour of care whilst members undertaking approved duties



Subsistence Allowance

When attendance at a conference, course etc. involves the purchase of meals and/or overnight accommodation away from home, subsistence allowance is payable. The Subsistence Allowance rates and criteria should be the same as those applicable to District Councillors.

Allowance for Chair

The Parish Council does not, within the scheme, make a differential payment to the Chair of the Parish Council. A Chair's Allowance, as provided by S15 of the Local Government Act 1972, is available with the annual Revenue Budget.