



## APPENDIX 5

### **TAVISTOCK TOWN COUNCIL**

### **SCHEME FOR PAYMENT OF THE PARISH BASIC ALLOWANCE**

Tavistock Town Council, in exercise of the powers contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 and having previously considered the report of the West Devon Borough Council Independent Remuneration Panel, hereby makes the following Scheme:

**1. Citation and Operation**

The Scheme shall be known as the Tavistock Town Council Members Parish Basic Allowance Scheme and came into operation on 12<sup>th</sup> May, 2015.

**2. Meaning of Councillor**

"Councillor" means an elected (not co-opted) member of Tavistock Town Council. Current legislation does not allow for a co-opted Member to receive the Basic Allowance.

**3. Parish Basic Allowance**

A Parish Basic Allowance shall be paid to each Councillor. This sum is £879.00 per annum in the year commencing May 2025 (equating to 15.5% of that received by Members of West Devon Borough Council). This figure will increase annually in line with the final agreed index level of 15.5% of that payable to Members of WDBC.

**4. Forgoing Allowances**

A Councillor may by notice in writing to the Town Clerk elect to forgo all or any part of their entitlement to an allowance under this scheme. This right must be exercised prior to 1<sup>st</sup> April in any year (5<sup>th</sup> June in an election year) and will apply for the whole of the ensuing year ending 31<sup>st</sup> March.

**5. Part-Year Entitlements and Withdrawal of Allowances**

(1) Where the term of office begins or ends otherwise than at the beginning or end of a year (which, for the purposes of this scheme, is the period commencing on 1<sup>st</sup> April in any year and ending on 31<sup>st</sup> March in the following year other than an election year) the entitlement of that Councillor to a Parish Basic Allowance shall be an entitlement to the payment of such proportion of the Parish Basic Allowance accrued on the basis of whole days completed or remaining in the year.

(2) Should a Councillor be suspended or partially suspended from his or her responsibilities or duties as a Councillor the proportion of the Parish Basic Allowance payable may be withheld by the Council.

- (3) Where payment of the Parish Basic Allowance has been made in respect of any period during which the Councillor is:
- (a) suspended or partially suspended from their responsibilities or duties
  - or
  - (b) is in any other way not entitled to receive the Parish Basic Allowance in respect of that period.

the Council may require that such part of the Allowance as relates to the period concerned be repaid to the Council.

**6. Claims and Payments**

(1) Payments of the Parish Basic Allowance shall be made through the payroll process, payable quarterly on the last day of the month following the quarter to which the Allowance relates. Income Tax at the basic rate and employees National Insurance contributions will be deducted at source.

**7. Records of Allowances**

(1) In accordance with Regulation 31 of the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council will maintain records of the payments made by it to each Councillor of the amounts paid to him or her in respect of Parish Basic Allowance.

(2) As soon as reasonably practicable after the end of a year, the Authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the Authority stating the total sum paid by it in the year to each Member in respect of the Parish Basic Allowance.

**8. Amendment and Revocation of Scheme**

(1) This Scheme may be amended at any time by a simple majority of those present and voting at a meeting of the full Council and subject to any statutory requirements (such as the obligation to have regard to the recommendations of the Independent Remuneration Panel). For the avoidance of doubt the annual adjustment of the amounts payable under the scheme in accordance with para 9 below index shall not be construed as amendments for the purpose of this Clause.

(2) The Scheme may only be revoked in its entirety with effect from the beginning of a Council Year.

**9. Review**

(1) The Parish Basic Allowance will be reviewed regularly as part of the budget setting process and will be increased in line with changes to the Index represented by the level of allowances in relation to those of the Borough Council (see para 3 above).