

# Toft Newton Parish Council

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## Members' Allowances Scheme

Having recently approved new Standing Orders and Financial Regulations, Toft Newton Parish Council are now reviewing existing policies and introducing new policies that compliment these legal documents.

Toft Newton Parish Councillors, hereinafter referred to as Members do not receive an annual allowance for being a Councillor, this is because Town and Parish Councillors are not remunerated for their time, unlike Borough, District, City, County and Unitary Authority Councillors. However, Members of Toft Newton Parish Council are entitled to claim necessary out of pocket expenses.

Therefore, this policy has been drawn up in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and is based on the current West Lindsey District Council Members' Allowances Scheme.

The following expenses can be claimed by Toft Newton Members, including any Co-opted Members who are not Councillors (such as Co-opted committee members or experts by qualification or experience)

Upon on the submission of a valid claim form and relevant receipts, Members can claim the following expenses.

Allowance	2026-27 rate	Comments								
<b>Dependent Carers Allowance</b>										
Dependents can include children or vulnerable adults, for whom the Member needs to arrange paid care for, in order that they are able to carry out the duties.										
Maximum per hour rate follows the National Living Wage + £1.00	NLW + £1.00 per hour	National Living Wage rates are set by HM Government; the current rates are: <table border="1" data-bbox="710 1563 1428 1720"> <tr> <td>Apprentices</td> <td>£8.00 p/h</td> </tr> <tr> <td>Under 18 (but above school leaving age)</td> <td>£8.00 p/h</td> </tr> <tr> <td>18 to 20</td> <td>£10.85 p/h</td> </tr> <tr> <td>21 and over</td> <td>£12.71 p/h</td> </tr> </table>	Apprentices	£8.00 p/h	Under 18 (but above school leaving age)	£8.00 p/h	18 to 20	£10.85 p/h	21 and over	£12.71 p/h
Apprentices	£8.00 p/h									
Under 18 (but above school leaving age)	£8.00 p/h									
18 to 20	£10.85 p/h									
21 and over	£12.71 p/h									
<b>Travel Allowances – per mile</b>										
The mileage rate is to be increased or decreased in accordance with any changes to the tax efficient rate authorised by HM Revenue and Customs.										
Car Allowance	Up to £0.45 for the first 10,000 miles per year, then £0.25 per mile thereafter.	Petrol, Diesel, LPG and Hybrid vehicles: £0.45 / £0.25  Electric vehicles: £0.14 if using a public charger / £0.07 if using a home charger.								

Passenger Supplement	£0.05	
Motorcycle Allowance	£0.24	i
Bicycle Allowance	£0.20	ii
Tolls and parking	Reimbursed in full	
Public transport	Second / Standard class	
<b>Subsistence Rates (receipts must be provided for subsistence claimed)</b>		
Meal Allowance – PC related absence from home – maximum daily allowance <sup>iii</sup>	More than 4 hours, but no more than 8 hours – the cost of one meal can be reimbursed	£15.00
	More the 8 hours, but no more than 12 hours – the cost of two meals can be reimbursed	£25.00
	More than 12 hours, but no more than 16 hours – the cost of three meals can be reimbursed	£33.00
	More the 16 hours but not including an overnight stay – the cost of four meals can be reimbursed	£44.00
Overnight stays – per night	Outside of London: £83.00 Greater London Area: £208.00	

As Toft Newton Parish Council is not subject to Regulation 19 of the Local Authorities (Members' Allowances) (England) Regulations 2003, we do not have an Independent Remuneration Panel to consult on Members' Allowances, therefore, we have based our rates on the West Lindsey District Council Members' Allowances Scheme 2026-27<sup>iv</sup>, and the current approved rates as set by HM Revenue and Customs.

Claims will be paid at the same time as employees' wages and expenses claims are paid, this is on the last Wednesday of each month, apart from in December, when pay day is the Wednesday prior to Christmas Day. Claims should be submitted to the Responsible Financial Officer (scanned versions are acceptable) as soon as possible to the expenditure having occurred, and certainly no later than the first Wednesday of the following month.

The expenses claim form is the same form that employees and volunteers will be using from the beginning of April 2026, this is attached as an appendix. All reimbursements will be in the form of BACS / Faster Payment / or other electronic payments directly into the Member's bank account.

**Policy approved:** 5<sup>th</sup> May 2026

**Policy due to be reviewed:** May 2027.

<sup>i</sup> The West Lindsey District Council rate is £0.25 per mile, however, the HMRC approved rate is £0.24, therefore any payment above the HMRC rate is taxable.

<sup>ii</sup> The West Lindsey District Council rate is £0.21 per mile, however, the HMRC approved rate is £0.20, therefore any payment above the HMRC rate is taxable.

<sup>iii</sup> Meals and non-alcoholic drinks will only be reimbursed up to the maximum amounts quoted above.

<sup>iv</sup> <https://www.west-lindsey.gov.uk/sites/default/files/2026-02/Members%20Allowance%20Scheme%202026%20to%202027.pdf>