COTSWOLDS CONSERVATION BOARD

SUMMARY OF MEMBERS’ ALLOWANCES 2018/19

|  | Rate |
| --- | --- |
| A. Basic Allowance  This is a general allowance paid to all Board Members. All Board Members receive the same amount per annum. This allowance is paid automatically to each Board Member on a monthly basis. | **£300**  per annum  per Board Member |
| B. Special Responsibility Allowances  These are special allowances paid to Board Members who hold positions with significant responsibilities over and above the general duties of an ordinary Board Member. Any such allowance is paid automatically to the relevant Member on a monthly basis.  The affected positions and sums payable are as follows:-  Chairman of the Board/Executive Committee    Vice-Chairman of the Board/Executive Committee    Executive Committee Member (x 8)  (excluding Chairman and Vice-Chairman)    N.B. No one Member is entitled to receive more than one special responsibility allowance at any time. | **£2,700** per annum  **£1,800** per annum  **£600** per annum |
| C. Mileage Allowance  This is an allowance paid in respect of mileage incurred by a Board Member (and any Independent Representatives of the Standards Committee) in travelling to and from official Meetings and other approved duties. The rates payable are as follows:-  **Motor Cycle** Motor Car The rates specified above may be increased in respect of the carriage of passengers, not exceeding four, to whom a mileage allowance would otherwise be payable, by   Bicycle | **24p** per mile  **45p** per mile  for the first 10,000 business miles in the tax year; and  **25p** per mile for each business mile over 10,000 in the tax year.  **20p** per mile for the first passenger; and **10p** per mile for the second and subsequent passengers  **20p** per mile |
| D. Fares/Parking  A Board Member is able to seek reimbursement of actual expenditure incurred on other fares or parking fees in respect of attendance at official Meetings and other approved duties. Receipts must be produced. | Actual expenditure incurred |
| E. Subsistence Allowance  A Board Member (and any Independent Representatives of the Standards Committee) is able to seek reimbursement of actual expenditure incurred in respect of meals/subsistence when attending official Meetings or other approved duties (when a meal etc. is not provided). Receipts must be produced.  Any reimbursed amount must not exceed maxima rates, which currently are as follows:-  Breakfast allowance (absence from home for more than 4 hours, before 11.00 a.m.)  Lunch allowance (absence from home for more than 4 hours, including the period between 12.00 p.m. and 2.00 p.m.)  Evening meal allowance (absence from home for more than 4 hours, ending after 6.00 p m.) | **£6.00**  **£8.00**  **£15.00** |
| In the case of an absence overnight from a Member’s usual place of residence (where accommodation is not provided), actual expenditure incurred shall be reimbursed, upon production of receipts, up to a maximum of  Provided that for such an absence overnight in London, or for the purpose of attendance at an annual conference (including or not including an annual meeting) of the Local Government Association or such other association of bodies as the Secretary of State may for the time being approve for the purpose, the maximum figure against which actual expenditure incurred can be reimbursed, again upon production of receipts, shall be increased by a supplementary figure of  N.B. Reimbursement of actual expenditure incurred, upon production of receipts, up to the maximum rates set out above. | **£85.00**  **£15.00** |
| F. Withholding Allowances  Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Board and/or from his/her responsibilities or duties which attract a special responsibility allowance, that part of the basic allowance and/or special responsibility allowance, and travelling and subsistence allowances, payable to him/her in respect of the period of suspension or partial suspension be withheld. |  |
| G. Foregoing Allowances  There is no obligation on any Member to claim any or all of the allowances due to him/her.  A Member may, by notice in writing to the Director, elect to forego any part or all of his/her entitlement to an allowance under the scheme. |  |

(END)

**ANNEX 1**

Approved Duties

The following are deemed to be qualifying approved duties for the purposes of The Conservation Board’s Members’ Allowances Scheme -

(i) Attendance at a meeting of the Board;

(ii) Attendance at a meeting of any committee of the Board;

(iii) Attendance at a meeting of any panel, working party, task and finish group, or other group authorised in advance by the Board;

(iv) Attendance at a meeting of an association of which the Board is a member, and to which the Board Member concerned has been appointed by the Board to represent it;

(v) Attendance at seminars/conferences/official visits arranged by or authorised by the Board;

(vi) Attendance at meetings of outside bodies to which a Board Member has been appointed to serve as the Board’s representative (except where such allowances are payable by the outside body);

(vii) Attendance while tender documents are opened in pursuance of any Constitutional requirement which requires a Member to be present;

(viii) Deputising for the Chairman/Vice-Chairman of the Board by any Member in the absence of both the Chairman and Vice-Chairman of the Board;

(ix) Attendance at the Board’s Offices for discussion by Chairmen and Vice-Chairmen (Board/Committees) with Officers on the agenda for a meeting;

1. Attendance by the Chairman or Vice-Chairman of a Panel, Working Party, task and Finish Group or other ad hoc Group at a meeting of the Board or a parent Committee of which he/she is not a Member to present the report/recommendations of that Panel, Working Party, Task and Finish Group or ad hoc Group and answer questions thereon.

(END)