

## Community and Town Councils

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### Determination Description

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44. Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
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45. The payment for members undertaking a senior role is an annual amount of £500 as set out in [Table 11](#).
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46. Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:
- 45p per mile up to 10,000 miles in the year.
  - 25p per mile over 10,000 miles.
  - 5p per mile per passenger carried on authority business.
  - 24p per mile for private motor cycles.
  - 20p per mile for bicycles.
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47. If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:
- £28 per 24-hour period allowance for meals, including breakfast where not provided.
  - £200 – London overnight.
  - £95 – elsewhere overnight.
  - £30 – staying with friends and or family overnight.
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48. Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:
- Up to £57.20 for each period not exceeding 4 hours.
  - Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.

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49. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.

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50. Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

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51. Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
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