Item 12
Full Council
September 2026

TODMORDEN TOWN COUNCIL

Councillor Attendance Support Policy

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Adopted by Full Council:
Next Review date: Every 2 years

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1. Council Commitment

Whilst there is no provision in law enabling parish councils to pay individual councillors a wage commensurate with work done by that individual nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.

Such incidental expenses include: -

a) the use of their homes.
b) telephone calls from home landlines and mobile phones.
c) stationery, printing and IT costs.
d) use of car, motorcycle or bicycle.
e) use of public transport

Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Todmorden Town Council want to support all Member and ensure that none are put at a disadvantage in their Council duties.

2. Legal Context

The provision of members allowances is made under Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 Part 5.

The provision of an allowance paid to the Mayor if a co-opted member is made under S15 of the Local Government Act 1972.

3. Town Councillor Expenses

An elected member may choose not to claim all or part of expenses which they would otherwise be entitled by submitting this request in writing to the Clerk.

4. Mayor's Allowance

Todmorden Town Council makes differential payment to the Mayor of the Town Council. The payment is to reflect the additional costs that will be incurred by the Mayor in fulfilling her/his civic duties.

A Mayor's Allowance is made available within the revenue budget and for 2026/27, that amount is £2,000 per annum and will be paid in 10 monthly instalments.

If the Mayor is a co-opted Member, then they may be paid an allowance as provided by S15 of the Local Government Act in the form of an expenses lump sum to be determined by Council and based on what should be reasonably be needed to meet the expenses of the office.

5. Travelling Allowance

An elected Councillor will only in exceptional circumstance be paid a travelling expense in respect of travelling undertaken in connection with the duties set out below.

A co-opted Councillor shall be paid a travelling expense in respect of travelling undertaken in connection with the duties set out below only for journeys outside the parish boundary. Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above will be approved in advance by the Town Clerk.

The council will pay a travel allowance in accordance with the following:

- Cars: 55p per mile (first 10,000 miles), 25p per mile (over 10,000 miles)
- Motorcycles: 24p per mile
- Bicycles: 20p per mile
- Public transport: lowest available second-class fare only, ticket receipts required.
- Reasonable taxi fairs when the recommended contractor is used.

The Council requires travel should always be to use public transport first and only private car or taxi if not available with prior agreement from the Town Clerk.

Claims by town Councillors in respect of travelling allowance should be made monthly on the prescribed form supplied by the Clerk and signed by the claimant. All claims to be made no later than 5th April next following the end of a year.

Payments shall be made to each Councillor by BACS in arrears. Reimbursement of such expenses will be made free of income tax deduction. However, due to the nature of the Councils business, if an approved contractor is used for transport and the Council have an account with them then they will invoice the Council and the expenses will be paid directly to the contractor.

6. Councillor Suspension

If a Councillor is suspended or partially suspended from his/her responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part, then:

- the part of the basic or Mayor's allowance payable in respect of the period for which he/she is suspended or partially suspended may be withheld by or repaid to the council and
- any travelling allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the council.

7. Publication of allowances and expenses paid

The council will publish the expenses paid as soon as practicable after the end of the financial year on the council's web site.