



Part 6

Scheme for Payment of Members' Allowances

Revised May 2025

Boston Borough Council

Scheme for Payment of Members' Allowances

The Boston Borough Council, in exercise of its powers conferred by the Local Authorities (Members' Allowances) Regulations, 2003, hereby make the following Scheme which shall be cited as the Boston Borough Council Members' Allowances Scheme.

1. Citation

This scheme may be cited as Boston Borough Council Members' Allowances Scheme and shall have effect from 1 April 2025 to 31 March 2028.

Interpretation

In this scheme;

“Councillor” means a Member of Boston Borough Council

“year” means the 12 months ending with 31 March.

2. Basic Allowance

- (a) A Basic Allowance in the sum of £7,000 shall be payable in respect of the financial year 2025-26 to each Member of the Authority.

This allowance shall be paid on a pro-rata monthly basis.

- (c) If the term of office or duties undertaken by a Councillor begin or end part way through a Municipal Year, or amendment to the scheme during a Municipal Year changes the amount to which a Councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the term of office, period of duty or relevant periods of the scheme bear to the Municipal Year in which they occur.
- (d) This allowance is subject to Income Tax and National Insurance.

3. Special Responsibility Allowance

- (a) For each year a Special Responsibility Allowance shall be paid to those Members who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this Scheme.
- (b) Where a Member takes up or relinquishes any of the posts mentioned in Schedule 1, otherwise than at the beginning or end of a financial year, the entitlement to Special Responsibility Allowance shall be pro-rata to the period served in that office.

This allowance shall be paid monthly and is liable for Income Tax and National Insurance.

A maximum of two special responsibility allowances may be claimed, with the exception of the Leader and Deputy Leader who may not claim a Cabinet Members Allowance in addition to the Leader and Deputy Leader Allowance.

4. Co-optee Allowance

A co-optee's allowance in respect of the attendance of individuals co-opted onto the Audit and Governance Committee of the Council is payable at £1000. The allowance will cover attendance at such meetings and any other activity arising directly from that role (e.g. seminars, conferences, training courses, etc.). Details of this Allowance are set out in Schedule 1.

If a Co-opted Independent Member is in receipt of a Special Responsibility Allowance they will not be able to claim the co-optee £1000 allowance.

5. Annual Adjustment of Allowances

- (a) For the period 1 April 2026 to 31 March 2028 the basic, special responsibility and co-optee allowances will be linked to staff pay awards, the annual amount to be increased prior to being paid on a pro-rata monthly basis.

6. Income Tax and National Insurance

- (a) Basic Allowance, Special Responsibility and Co-optee Allowances are liable for Income Tax and National Insurance deductions.
- (b) Allowances must be treated as earned income and should be declared as such on all necessary forms.
- (c) Travel Allowances have been set at rates below the threshold for Income Tax deductions.
- (d) Members who suffer tax deductions on their allowances may be eligible to claim tax relief in respect of expenses incurred. A series of 'Agreed Expenses Allowances' are negotiated with the HMRC each year. Details are available from the Democratic Services Manager.
- (e) A Member wishing to claim tax relief should consult HMRC.

7. Dependent Carer's Allowance

- (a) Child Care

Members may claim for reimbursement of actual expenditure incurred in providing child care arrangements to facilitate their attendance at approved duties of the Council in accordance with the following restrictions:-

- That payment be made to someone other than a close relative, as defined in the Boston Member Code of Conduct;

- That payments for the care of children under the age of 8 be restricted to payments to registered child-minders and other statutorily approved child care providers;
- That payments be restricted to the care of children up to their 14th birthday who normally reside with the Member;
- That no payments be made in respect of care of children of compulsory age during school hours.

(b) Care of Dependants

Members may claim for reimbursement of actual expenditure on professional care for an elderly, sick or disabled dependant relative normally residing with the Member and requiring constant care subject to payment being restricted to agencies or persons qualified to provide the care other than close relations, as defined in the Boston Member Code of Conduct.

(c) The following conditions apply to the allowances for both Child Care and Care of Dependants:

- That payments be made on the basis of reimbursement of actual expenditure incurred, subject to the production of satisfactory receipts by a Member;
- That Members self-certify claims confirming they have incurred expenditure in accordance with the scheme;
- That qualifying meetings be restricted to a meeting of the Cabinet, a meeting of a Committee of the Cabinet, a meeting of the authority, a meeting of a Board/Committee, Sub-Committee or Panel of the authority;
- That payment be made only for the duration of the meeting for which the claim is made plus a maximum of one hour for travelling time.

7. Travel and Subsistence Expenses

- (a) Travel and subsistence expenses shall be made to Members in respect of approved duties, as specified in Schedule 2 to this Scheme.
- (b) In order to claim subsistence allowance a claimant must have personally incurred expenditure on subsistence and provide evidence of such expenditure in the form of receipts.
- (b) The amount paid will be the amount incurred and shown on the receipt up to the maximum limit set out in Schedule 4 to this scheme.
- (c) Claims for travel and subsistence expenses should be submitted promptly on the appropriate form by no later than the 4th day of the month following the month to which the claim relates.
- (d) Travel and subsistence expenses are not subject to Income Tax or National Insurance.

8. Rates of Expenses Payable

- (a) Schedule 4 sets out the current rates and conditions relating to travelling and subsistence expenses.
- (b) The Section 151 Officer shall have delegated authority within the Scheme to increase travel and subsistence expenses in line with the limits prescribed by the Secretary of State, or HMRC.

9. Disability Discrimination Act

The Council acknowledges its obligations under the Disability Discrimination Act and will make reasonable adjustments to accommodate Elected Members with disabilities to enable them to carry out their duties effectively.

11. Method of Payment

Payment of Members' Allowances shall be made by Credit Transfer to a bank account specified by the Member. Payment will be made on 23rd of each month or nearest working day should the 23rd fall on a weekend.

12. Late Claims

Claims must be made within two months of the date on which the duty in respect of which the entitlement to the allowance arises is carried out. Claims submitted out of time will require specific approval from the Section 151 Officer.

13. Financial Restrictions

Any payment under the Scheme is conditional on the aggregate of the amount which the authority has paid out or is already liable to pay out under the Scheme not exceeding the budget provision.

14. Withholding Allowances

Where a member is a member of another local authority he/she may not receive an allowance from more than one authority in respect of the same duties.

Members will continue to receive allowances if suspended pending an investigation, but will be required to repay them from the date of suspension where the alleged offence is subsequently proven.

Payments will be withheld during any periods of suspension following a proven case or when a Member ceases to be a Member or is in any other way not entitled to receive allowances.

15. Renunciation

Any Member may by notice in writing given to the Chief Executive elect to forgo any part of his/her entitlement to an allowance under this Scheme.

Schedule 1

The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable and the amounts of those allowances payable in respect of a full financial year:-

Responsibility	Amount
• Leader of the Council	£25,000
• Deputy Leader of the Council (including Cabinet Portfolio)	£12,500
• Cabinet Members	£10,000
• Chairmen of Overview & Scrutiny Committees	£5,000
• Vice-Chairmen of Overview & Scrutiny Committees	£2,500
• Chairman of Audit & Governance Committee	£8,000
• Vice-Chairman of Audit & Governance Committee	£4,000
• Chairman of Planning Committee	£8,000
• Vice-Chairman of Planning Committee	£4,000
• Planning Committee Member	£759
• Chairman, Licensing/Regulatory & Appeals Committee	£5,000
• Vice-Chairman, Licensing/Regulatory & Appeals Committee	£2,500
• Licensing Hearing (per member per hearing)	£63
• Chairman of the Boston Town Area Committee	£5,000
• Vice-Chairman of the Boston Town Area Committee	£2,500
• The Mayor	£8,000
• Deputy Mayor	£4,000
• Opposition Group Leaders (per member exc Group leader)	£127
• Co-opted Independent Member	£1,000

Schedule 2

The following are approved duties for which Members may, if they wish, claim travelling and subsistence expenses:

1. The attendance by a Councillor at meetings of the Council, and Cabinet, Boards, Committees, Panels, Sub-Committees or Working Groups to which they have been formally appointed by the Council, or where they are acting as substitutes.
2. The attendance by a Councillor at a site visit organised by the Cabinet, or Board, Committee, Panel, Sub Committee or Working Group to which they have been formally appointed by the Council.
3. The attendance of a specified delegation of Councillors at consultation meetings for the purpose of, or in connection with, the discharge of the Council's functions.
4. The attendance of a Member of the Cabinet or a Chairman of a Board, Committee, Panel, Sub Committee or Working Group, or, in his/her absence his/her Vice-Chairman at any meeting of another Board, Committee, Panel, Sub-Committee, or Working Group of the Council pursuant to a resolution specifically requesting him/her to attend.
5. Duties which are undertaken in connection with being a Cabinet Member or Chairman/Vice-Chairman of Boards/Committees/Panels such as briefing meetings, opening of tenders, press conferences and meetings with officers, government departments and community groups.
6. The attendance by a Councillor at an approved conference, seminar, presentation, or workshop.
7. The attendance of a Councillor at a meeting of any organisation to which that Councillor has been appointed as a representative by the Council (see schedule 3), provided no allowance is paid by the body concerned and the meeting is scheduled outside the Councillor's ward.
8. Attendance by the Mayor and Deputy Mayor at Mayoral engagements, including events hosted by other civic heads within Lincolnshire, but excluding charity events. Attendance at events hosted by Civic Heads outside of Lincolnshire is not an approved duty unless they are of significant importance or benefit, to be agreed by the Chief Executive or Monitoring Officer.

Non-Approved Duties

For the avoidance of doubt, the attendance by a Councillor at any of the following are not approved duties:-

1. Civic and social events (excluding civic Council meetings i.e. AGM)
2. Meetings of the Cabinet, Boards, Committees, Panels, Sub Committees or Working Groups of the Council to which they are not formally appointed, unless acting as a substitute for another Member.
3. Meetings of and with Parish Councils.

Schedule 3

Approved Appointments and Nominations to External Organisations

Outside Bodies:-

Bicker Trust
Black Sluice Internal Drainage Board
Boston Citizens Advice Bureau Management Committee
Boston Grammar School Foundation Governors
Boston in Bloom
Boston Municipal Non-Educational Charities
Boston Woods Trust
Centrepont Outreach
East Lincolnshire Community Safety Partnership
East Midlands Councils
Greater Lincolnshire LEP
Heritage Lincolnshire
John Butler Charity
Lincolnshire County Council Health Scrutiny Committee
Lincolnshire Police and Crime Panel
Local Government Association Coastal Special Interest Group
Local Government Association General Assembly
Nacro Services in Lincolnshire
Parking and Traffic Regulations Outside London (PATROL)
Public Sector Partnership Services Ltd
Rural Services Network (SPARSE Rural, Rural Services Partnership, RSN Community Group)
Sir Thomas Meddlecott and Others Charity Trust (Skirbeck Quarter Charities)
South and East Lincolnshire Councils Partnership Healthy Living Board
St. Leonard's Hospital Trust
Swineshead Enhancement Society
Swineshead Poor Charity
Thomas Sanderson Trust
W H and E Harlock Swineshead Almshouses Charity
Wash and North Norfolk Coast Special Area of Conservation (SAC) Members Group
Welland and Deepings Internal Drainage Board
Witham Fourth District Internal Drainage Board

Schedule 4

Travelling and Subsistence Expenses

Travelling Allowances

1. Public Transport

Travel by bus, rail and taxi will be at the standard fare rate.

In certain circumstances, where advance booking and use of appropriate rail discount cards may result in fares for first class travel which are equal to or lower than the standard class fare, then travel in first class will be permitted.

Members must make travel arrangements through the Democratic Services Team of the Council (except on grounds of urgency).

Where Members have made their own arrangements for travel they may reclaim the actual costs incurred (subject to the above limits and production of valid receipt for expenditure).

2. Motor Mileage Allowances - Private Vehicles

The mileage rates for Members will reflect HMRC mileage payment guidelines, currently the following rates apply:-

Mode of Transport	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Passenger (for carrying fellow Members in a car or van on journeys which are also work journeys for them).	5p	5p
Motor Cycles	24p	24p
Bicycles	20p	20p

Members claiming mileage for travel to approved Council duties are responsible for ensuring that the vehicle they are using for Council business purposes is taxed and appropriately insured and will be required to provide confirmation of insurance cover to the Monitoring Officer on request.

Subsistence Expenses

3. Day Subsistence

The meal allowances rates for Members will reflect HMRC subsistence payment guidelines, currently the following rates apply:-

Allowance	Valid Claim Period	Maximum Amount
Breakfast	When departing from home before 7 00 am and not returning before 11.00 am	£7.50
Lunch	When leaving home or place of work before 11 am and arriving back at their home or place of work after 3.00 pm	£10.00
Dinner	When leaving home before 5.00 pm and not returning until after 8.00 pm	£20.00

Meal allowances will only be paid when it is necessary for the Member to be absent from home during the specified periods due to Council business and where it would not be possible to take the meal at home.

The Authority will only pay the actual cost incurred for each meal. The maximum should only be claimed when the meal has cost that amount or more.

Expenses will not be paid where a suitable meal is provided during the course of the official duties or where the Member could have arranged their day to avoid incurring the expenses.

Gratuities for service are paid at the discretion of the Member and except where specifically included on a bill as a service charge are not reclaimable from the authority.

Any claim for reimbursement that is submitted without a valid receipt will not be paid.

4. Overnight Accommodation

Where a substantial journey has to be undertaken, e.g. to London or Aberdeen, Members are permitted to leave the previous day if they would otherwise have to leave home before 7 a.m. They may return the following day if they would otherwise arrive home after 10.00 p.m.

Hotel and other accommodation **must** be booked in advance by the Democratic Services Team to enable the Council to secure such discounts which may be available to it.