

Paying / Reclaiming – Councillors Car Parking Permits Protocol

1. Introduction

- 1.1 The Car Parking Permit scheme commenced in January 2011. This scheme means that Staff and Councillors that wish to park their vehicles in a number of defined locations must pay a charge. The amount to be paid for a Councillors Car Parking Permit is calculated by adding together their Basic Allowance and Special Responsibility Allowance (If applicable).
- 1.2 The norm for such payments is a monthly deduction via payroll; however, some people may prefer to pay for the full amount up front. On receipt of payment, Car Parking Permits are issued.

2. Paying for the Councillors Car Parking Permits

2.1 Monthly Payments

- 2.1.1 Councillors must complete the Car Parking Permit form thereby giving authority for a monthly deduction to be made at source by Payroll.

2.2 Annual Payments

- 2.2.1 Councillors that wish to pay in full for their Car Parking Permit must pay by **cheque** in advance. The cheque should be made payable to the “City and County of Swansea” and returned to Democratic Services, Room 216, Guildhall, Swansea, SA1 4PE.

3. Reclaiming the amount paid for a Councillors Car Parking Permit

- 3.1 A number of meetings that Councillors attend are defined in law as “Approved Duties”. As such, Councillors that attend Approved Duty Meetings are able to reclaim the amount that they pay for their Car Parking Permit. In order to aid Councillors and to save those Councillors that wish to reclaim their outlay on a Car Parking Permit, a proforma has been created. The proforma is attached as **Appendix A** must be completed prior to any repayment being made.
- 3.2 Completion of this Proforma negates a Councillor requirement to complete a “Claim for Travelling and Subsistence” form in respect of reclaiming their outlay on a Car Parking Permit.

3.3 Monthly Repayment

- 3.3.1 Councillors that pay monthly for a Car Parking Permit and also wish to reclaim shall be repaid on a monthly basis via payroll subject to the proforma in **Appendix A** being completed.

3.4 Annual Repayment

- 3.4.1 Councillors that have paid in full for their Car Parking Permit shall be repaid in full by way of a one off single payment via payroll subject to the proforma in **Appendix A** being completed.

Reclaiming of Councillors Car Parking Permit Charges Proforma

Notes:

- 1) Repayments will **only** be made if all relevant **shaded** areas have been completed;
- 2) If you pay monthly, then you will be repaid monthly via payroll;
- 3) If you pay if full, then you will be repaid in full by way of a one off payment via payroll;
- 4) Payroll will check that Councillors have actually paid prior to reimbursing them.

Name: Councillor	
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Address			
		Postcode	

Pay Number	0	0	0			
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Telephone Numbers	Work	
	Mobile	
	Home	

e-mail Address	
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I hereby declare that I have read the Paying / Reclaiming – Councillors Car Parking Permits Protocol and that:

		Please Mark "X"
a)	I do not wish to reclaim any of the money that I have paid for my Councillors Car Parking Permit.	
b)	I wish to reclaim the money that I have paid for my Councillors Car Parking Permit.	
Note: Question b1) and b2) need only be completed by those that wish to reclaim the money which they have paid for their Car Parking Permit.		
b1)	I pay on a monthly basis and understand that I will be repaid on a monthly basis via payroll.	
b2)	I paid in full by cheque and understand that I will be repaid in full by way of a one off payment via payroll.	

Your Signature											
Date (dd/mm/yyyy)	<table style="display: inline-table; border: none;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">/</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			/			/	2	0		
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Return to: Democratic Services, Room 216, Guildhall, Swansea, SA1 4PE
Tel. 01792 636923, or e-mail democratic.services@swansea.gov.uk