



**DECLARATION OF SELF ASSESSMENT – COUNCILLOR ALLOWANCES AND INCOME TAX, NATIONAL INSURANCE 2025/26**

(Aligned with Full Council FC205/25 decision on 22<sup>nd</sup> January 2026)

As notified by the Internal Auditor in December 2025, the allowances paid to elected councillors are taxable as employment income and should be paid through the council's payroll. Councillors receive payment of the allowance in full, and tax should be collected under the PAYE system.

Councillors who receive tax returns should include figures for all their income on their Self – Assessment tax return, declaring their allowance to HMRC as earned income. Councillors who do not receive tax returns will have their tax checked by HMRC in the traditional way. They should send any claims to their tax office after the end of the tax year.

**EIM65970 - Local Government Councillors and civic dignitaries in England: ODPM guidance: Part two: taxation of members' allowances and expenses** (<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970>)

**For the 2025/26 term**, Chigwell Parish Council has approved the recommended allowances set by the Independent Remuneration Panel of Epping Forest District Council on March 1, 2019:

- **Parish Basic Allowance of £100.00 per annum to each member of the Parish Council.**
- **Special Responsibility Allowance (SRA)**
  - (a) **An SRA OF £300.00 per annum to be payable to the Chairman of the Parish Council**
  - (b) **An SRA of £100.00 per annum to be payable to the Vice-Chairman of the Parish Council**
  - (c) **An SRA of £50.00 per annum to be payable to the Chairman of the Committee of the Parish Council**

**DECLARATION:** The gross councillor allowance/SRA Chairman's allowance (*delete as applicable*) I receive **for the year 2025/26**, I will declare to HMRC as earned income, and I will undertake to pay income tax on the gross councillor allowance/SRA Chairman's allowance (*delete as applicable*) on a Self-Assessment tax return.

**Name of elected councillor** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_