



### **Payment of Salaries in Advance**

The Council recognises that very occasionally members will have urgent need of an advance of salaries in order to meeting unexpected costs, e.g. on bereavement or sickness or to meet extraordinary family circumstances. In such cases, the Council is prepare to consider payment of salaries in advance, *provided that the advice is repaid in full within the same financial year, or within six months of the start of the financial year.*

The Council is mindful of the need for proper scrutiny of any such application, whilst also bearing in mind the need to allow staff members to retain a measure of confidentiality and privacy.

The Council therefore determines that:

1. The staff member should discuss their need for payment of salary in advance with the Parish Clerk;
2. The Clerk is authorised to make a decision to grant payment in advance up to a maximum of one month's gross salary;
3. The clerk will advise at least two members of the Personnel sub-committee of their decision;
4. The applicant will be required to complete an undertaking to repay;
5. Any payment of salary in advance will be recovered by deduction direct from salary due;
6. If the employee leaves the Council's employment before the repayment has been made in full, the total outstanding amount will be deducted from the applicant's final salary;
7. Applications for more than one month's gross salary shall be considered by a meeting of the Personnel sub-committee, who shall be authorised to make a decision;
8. Any decision to make such a payment shall be included in the financial report to the next meeting of either the Council or the Policy and Resources Committee.