

South Somerset Community Energy Society Ltd.

Directors' Remuneration Policy

1) Paid for Tasks Assigned by the Board

Where appropriate, SSCES Directors may be assigned paid-for tasks by the SSCES Board. Paid-for tasks can only be assigned to Board members by majority agreement of the Board. The task will be detailed on the SSCES Task Assignment Form attached to this Policy (Annex A). The objectives, inputs, form of output, hourly pay rate and expected budget will be stated. A formal invoice is required for the work completed and authorisation (by signature or email) is required from another SSCES Director before payment is made.

The hourly pay rate shall be £21 until the 2025 Annual General Meeting of the Society.

2) Allowance for Attending SSCES Meetings

Board Members may claim an allowance termed 'Attendance Allowance' for attending the following types of SSCES meetings:

- a) Board Meetings
- b) Directors' Meetings
- c) Annual General Meetings
- d) Extraordinary General Meetings

This Allowance is to be claimed using the form at Annex B at the current Attendance Allowance rate.

The Attendance Allowance shall be £50 per meeting until the next review at the 2025 Annual General Meeting of the Society.

3) Expenses

Directors are responsible for claiming any expenses incurred in attending meetings and performing work under the SSCES Expenses Policy.

4) Tax Affairs

Directors are responsible for any HMRC tax liability due on income from SSCES. For information, HMRC accepts an amount, known as 'Trading Allowance', that can be earned without needing to declare it. This is currently £1,000 per annum in Tax Year 2024/25.

5) Policy Status and Annual Review

This Policy is subject to approval by a majority at a General Meeting of SSCES and will be adopted formally from the day after that meeting should that approval be confirmed. This Policy will be reviewed annually by the Board and changes may be recommended to the AGM. This entire policy including remuneration rates is subject to re-approval at each Annual General Meeting of the Society.

Annex A: SSCES Director's Task Assignment Form

Title of Task
Outline Task Description
Objectives
Expected complete by (date):
Task Outputs
References
Hourly Rate:
Maximum Budget Authorised: Hours: Maximum Fee to SSCES: £
Task assignment approved by Board Meeting dated: OR Task approved by email exchange sent to accounts@sscom.energy dated:
Task completion approved by Board Meeting dated: OR Task completion approval by email exchange sent to accounts@sscom.energy dated:
Task Assignment, Authorisation and Outputs archived in Box (or equivalent):
Folder:
Link (URL):

Annex B: SSCES Director's Claim Form – Attendance Allowance

Director Name		
Meeting Date	Meeting Title	Amount of Claim
	Total Claim	

Accuracy checked by: