

Councillor Expenses

1.0 Background:

Whilst a Parish Councillor's role is an unpaid position, the Council may elect to make payments in respect of Parish Travelling and Subsistence Allowances. (See Appendix – Extract from The Local Authorities (Members' Allowances) (England) Regulations 2003).

Councillors willingly give up many hours of their time in fulfilling their duties. However, it is not reasonable to expect that they should be out of pocket when attending to council business. This would potentially deter future candidates on the rounds of "affordability". For the sake of both clarity and consistency, it is proposed that our Council adopts a, "Councillors Expenses Policy".

2.0 Proposed Policy:

With immediate effect Parish Councillors may claim expenses included in the undernoted schedule:

2.1 Any anticipated expenses in excess of £25 in any month should be referred to the Chairman¹ and Clerk for prior authorisation. Otherwise Councillors may claim reimbursement of the following amounts for expenditure necessarily incurred in fulfilling their duties as a Parish Councillor:

- a. **Travel:** (to meetings, approved training courses, etc).
 - i. Journeys less than 5 miles return : nil
 - ii. Journeys 5 miles or more:
 1. Reasonable bus fare or 2nd class rail fare
 2. Mileage at the current HMRC rate if public transport is impractical.
 3. Reasonable parking costs (receipts reqd where possible)
 - 4.
- b. **Subsistence:** nil without prior agreement
- c. **Printing, paper and other costs:** nil without prior agreement.
 - i. Small amounts of less than £5 in any month will not be considered.
 - ii. Greater amounts should be agreed in advance with the Chairman¹ and Clerk who will consider whether the expenditure is necessary and also whether there are alternative solutions.
 - iii. Where agreed, printing will be at a rate of 3p per sheet for B/W and 5p for Colour.
 - iv.

2.2 Claims should be emailed to the Chairman and Clerk with supporting vouchers being handed to them at the following Parish Council meeting.

2.3 Payments will be formally approved and made at the following Parish Council meeting subject to the claim being received at three working days prior to the meeting.

¹ Chairman will refer to Vice Chair or other nominate Councillor and the Clerk

APPENDIX

Extract from The Local Authorities (Members' Allowances) (England)

Regulations 2003:

Parish travelling and subsistence allowance

26. (1) An authority may pay to its members allowances in respect of travelling and subsistence (“parish travelling and subsistence allowance”), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories—

(a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;

(b) the attendance at a meeting of any association of authorities of which the authority is a member;

(c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

(d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and

(e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Adopted:

Effective from:

Author	Cllr Denis Morgan
Date	22 November 2017



Botus Fleming Parish Council

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Statement No.

EXPENSE CLAIM

Employee

Name
Company
Location

Cllr
Botus Fleming Parish Council

From _____
To _____

Date	Account	Description	Accom	Transport	Fuel	Meals	Phone	Entertain	Other	TOTAL

Approved By

Notes

Current mileage reimbursement rate is £.45

- Reimbursement
 Payment Needed

Sub Total
Subtract Advances
TOTAL

Office Use Only

Please forward your claim to the clerk at least 2 weeks prior to the public meeting where your expenses will be approved.