

NETTLEHAM PARISH COUNCIL



Expenses Payments to Councillors Policy

1. Travelling and Subsistence

Councillors, including co-opted Councillors, may claim travel and subsistence expenses when carrying out **previously approved duties**. *Approved duties means doing anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.*

Travelling expenses will be reimbursed at the amount of 45p per mile*, if using a private vehicle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. *Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.*

Subsistence allowance for refreshments will only be payable where attendance at any event exceeds 5 hours, and will be limited to £10.00 maximum per event. Claims shall only be made on the appropriate forms available from the Clerk.

The Clerk shall have delegated powers to authorise Councillors' attendance at training events, subject to funds remaining within the yearly budget set aside by the Council and up to a limit of £150.00 per event. Such expenses incurred will be approved retrospectively after the event, at the next meeting of the Council. Any expenditure in respect of training in excess of £150.00 per event must be approved by Council prior to attendance.

2. Items Purchased Specifically at the Direction of the Council

The Clerk or Facilities Manager arrange to purchase goods, on behalf of the Parish Council, generally by sending a Purchase Order to the agreed supplier.

On rare occasions, Councillors pay for items/expenses incurred and these will only be reimbursed subject to the prior agreement of the Council and Parish Clerk on production of a valid receipt. In such circumstances Councillors must endeavour to obtain a VAT receipt in the name of the Council for all such purchases, and this must be passed to the Clerk, together with the claim for reimbursement.

Claims shall only be made on the appropriate forms available from the Clerk.

3. Other Expenses

Reimbursement of any other expenditure will only be by prior agreement with the Council.

4. Member's Allowances

Nettleham Parish Council does not pay any basic members' allowance to elected Councillors, except the Chairman's Allowance.

- *The rate for travelling expenses for members shall be set in accordance with the procedures stipulated in The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021)*

Approved 22 May 2018. Reviewed and Adopted by NPC 18.02.20

Review Date: To be reviewed every 2 years or sooner if legislation or events dictates.