

Pelton Parish Council

Expenses, Mileage and Allowances Claims Policy

Adopted at Full Council on 22nd June 2022

Signed

Chair

To be reviewed every 3 years

Pelton Parish Council

Expenses, Mileage and Allowances Claims Policy

Introduction

The Council requires members, officers and other employees to attend meetings, courses, training events and conferences from time to time in order to ensure

- The Council has well informed and appropriately trained members, officers and staff
- The Council has representation at meetings locally, regionally and nationally as appropriate
- The council can share knowledge as well as network with like minded people and service providers both within and supporting the sector.

Any person attending such training or a meeting as part of their role should be supported by the council in doing so and should not be unduly out of pocket.

Council also recognises that members may have legitimate expenditure as a result of their council activity, e.g. replacement of keys for allotments if required. Some of these can be provided directly by the council, e.g. paper, printer ink as the way the Parish Council provides support for printing costs is that the Parish Clerk provides paper copies. Others may be reimbursed through the protocol below.

This policy is written to cover most circumstances, but is not exhaustive, nor over prescriptive as some considerations may be required on an individual application basis.

Protocol

1. Any course, event, forum, training or representation, which requires the council to have a member, officer or member of staff present, should be either identified as such by the council, (or line manager) or requested attendance be received from a member, officer or other staff member. This will then be placed before council for consideration.
2. Generally, where a course will be of benefit to the council to enhance the council service provision or knowledge base of an individual, *and a fee is required, this needs to be agreed in advance by the council*. The cost will be taken from the identified budget.
3. Any person trained by the council may be expected to share that knowledge with others within the council.
4. The Clerk will undertake the booking of all courses and keep a record of these.
5. Anyone attending a meeting, forum, training etc on behalf of the council will be eligible to claim legitimate expenses. The rates for reimbursement will be the same for any claimant, as detailed below. These will be reviewed annually.
6. Claims should be made to the Clerk on the appropriate form. The Clerk will countersign this and present it to Full Council for payment at the monthly meeting. In the case of the Clerk the form will be countersigned by the Chairman.
7. Any other associated costs would be considered for reimbursement, subject to meeting the criteria below and completing the form within two months of the expenditure occurring.

8. Anyone claiming mileage must provide the council with a copy of their insurance document on an annual basis to prove that whilst on council business, they are appropriately insured. The Clerk will provide the same on an annual basis.
9. Other expenses legitimately incurred on council business by a member may be reimbursed. Members are strongly advised to discuss such items with the Clerk prior to purchase.
10. The council reserves the right to refuse reimbursement where it considers the claim to be in breach of this protocol, or not best value to the council.

Allowances – to be reviewed annually

Mileage Dependent upon vehicle cc 45p / 40p / 35p per mile
 See claim form
 Additional passengers will be 6p per person per mile

Where no refreshments / meals / accommodation is provided -

Daily subsistence 4 – 8 hours £5.00 with meal provided / £7.50 no meal
 8 – 12 hours £10.00 with meal provided / £15.00 no meal
 Over 24 hour rate £50.00

Away from home - Clerk or Member Overnight rate
 Outside London £100
 In London £120

This policy will remain in force until 22nd June 2024. However, rates can be altered at a full council meeting if required during this period.

Written by	Date	Adopted At	Date	Review Annually
M. Robinson	10 th April	Full Council	25 th April 2018	By 31.03.2019
J. Dickinson	28 th June 2022	Full Council	22 nd June 2022	To be reviewed Biennially from 22.6.22