

COUNCILLORS AND STAFF ALLOWANCES AND EXPENSES POLICY

ADOPTED NOVEMBER 2019

1. Introduction

This policy provides details of the arrangements for allowances and expenses for Councillors and employees of Holcombe Parish Council.

2. Travel Expenses

Travelling allowance will be paid in accordance with the scale of allowance as set out in this policy for any councillor or employee of the council. Travel allowances will be paid under the following circumstances:

- a) When it has been agreed that a councillor or employee should attend a meeting outside of Holcombe Rogus on behalf of the council.
- b) When attending a seminar, training course or activity outside of Holcombe Rogus which has been authorised
- c) That the Council will consider claims from members nominated by the Council to represent it on partnership groups or outside bodies.

All claims for travel allowance must be made on the form provided and be authorised by two signatories at a Full Council Meeting.

For longer distance journeys consideration must always be made of the feasibility of using public transport

3. Subsistence Expenses

Subsistence allowances are only permitted when councillors or employees are required to be out of the area in the course of their duties or for a training event to cover actual costs incurred up to the maximum amount permitted for the situation being claimed.

Where a meal is provided at the meeting or training event being attended no allowance will be payable, however, if there is a need to be away for a longer period

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an allowance will be payable for meals not covered by the meeting or training provider.

In all cases a receipt for the meal or refreshments must be provided. The maximum allowance will only be paid when the cost of subsistence is equal to, or greater than, the maximum allowance

4. Car Parking Charges

Where councillors or employees are required to pay a car parking fee for attending a meeting or event where no facilities have been provided such fees will be refunded on production of a valid receipt or car parking ticket for the period used.

EXPENSES

Travel Expenses

45p per mile for the first 10,000 miles in any one year

25p per mile thereafter

An additional 5p per mile is payable for a passenger required to attend the meeting, event or training course.

Or reimbursement of bus/train ticket

Where long distance travel is required and it can be proved to be cheaper or far more convenient to use public transport

The standard class rail fare

The bus fare

The agreed air fare

Taxi fares will only be reimbursed in exceptional circumstances

Subsistence Expenses

Breakfast	£6.50
Lunch	£10.00
Tea	£5.50
Dinner	£10.50

Hotels

Where it is necessary for a member or employee to stay in a hotel the following will apply:

- a) Where the cost is included in the cost of the event this will be invoiced to the Council having been agreed before booking the event.
- b) Where attendance at a meeting or event requires an overnight stay which is not included in the cost of the event arrangements will normally be made by the council. Under such circumstances where a price has been agreed but an account facility is not available, the council will repay the agreed cost to the councillor or employee on production of a receipt.

Hotel Subsistence Expenses

Where a councillor or employee is required to stay in a hotel or other accommodation overnight irrespective of whether the accommodation has been provided for by the organisation to which the person is attending or not, the councillor or employee shall be entitled to a basic allowance to cover the cost of telephone calls home and other out of pocket expenses.

£5 per night