

Deeping St Nicholas Parish Council

Payment of Expenses to Councillors

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 (the cheapest and most time-efficient method should be used). Parking charges, but not parking fines, while on Council's business, will be refunded. 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 to be purchased will only be payable where attendance at any event exceeds 4 hours, and will be limited to the rates stipulated from time to time by HMRC, with receipts submitted. See appendix 1.

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. 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 £100 per event must be approved by council prior to attendance.

Items purchased specifically at the direction of the Council

These will only be reimbursed subject to the prior agreement of the council and on production of a valid receipt.

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.

Other expenses

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

Member's allowances

Deeping St Nicholas Parish Council does not pay any basic members' allowance to elected councillors. A Chair's allowance will be agreed and set aside each year under S15 (5) of the LGA to reimburse the chair for the expenses of taking that role.

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

Appendix 1

Current HMRC subsistence rates as at 18th November 2024

For the purposes of this appendix, Employee shall also mean Councillor.

- Breakfast Allowance: Up to £6.00. This is eligible if the employee leaves home before 6:00 AM and buys breakfast away from their home or workplace.
- One Meal Allowance (5 hours): Up to £5.00. Applicable if the employee is away from their normal place of work for at least 5 hours and incurs the cost of a meal.
- Two Meal Allowance (10 hours): Up to £10.00. This applies when the employee is away for at least 10 hours and buys two meals (e.g., lunch and dinner).
- Late Evening Meal Allowance: Up to £15.00. This is available if the employee is required to work after 8:00 PM and buys a meal as a result.

This is a non-contractual policy and procedure which will be reviewed from time to time.

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Approving committee: HR Committee

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