

CLAXBY PARISH COUNCIL
Payment of expenses to Council members

1. Travelling and subsistence

1.1 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 any of its committees or working parties, to enable it to undertake its role.*

1.2 Travelling expenses will be reimbursed at 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.*

1.3 Subsistence allowance for refreshments to be purchased will only be payable where attendance at any event exceeds 4 hours, and will be limited to £10.00 maximum per event and with receipts submitted. All day LALC courses where the cost of refreshments and lunch is currently £12.50, will also be covered by the Council.

1.4 Claims shall only be made on the appropriate forms available from the Clerk. See Appendix A

1.5 The Parish Council shall 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.

2. Items purchased specifically at the direction of the Council

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

2.2 Members 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.

2.3 Claims shall only be made on the appropriate forms available from the Clerk. See Appendix A

2.4 For items over £100, Councillors to request approval from the full Parish Council. This funding to come from the village precept.

3. Other expenses

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

4. Members' allowances

Claxby Parish Council does not pay any basic members' allowance to elected councillors.

- *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)*

This policy will be reviewed annually by the Finance and Staffing sub-committee of Claxby Parish Council.

This policy was approved by the Council at its Meeting held on May 2024

Review date: September 2025

Appendix A

Councillors' Expenses Claim Form

| | | | |
|------|--|------|--|
| Name | | Date | |
|------|--|------|--|

| TRAVEL | | | | |
|-----------------|--------------------|------|---------------|-----------------|
| Journey from/to | Purpose of journey | Date | Miles claimed | Amount 45p/mile |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| PRINTING | | Cost per side | | Cost per sheet | | |
|----------|------------------|---------------|---------------------|----------------|-----------|--------------|
| Date | Document printed | No. of Pages | Single/Double sided | No. of sides | Cost/page | Cost overall |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| OTHER EXPENSES – (Please attach receipts for all stationery and miscellaneous expenses) | | | |
|-----------------------------------------------------------------------------------------|-------|---------|--------|
| Stationery items | Dates | Details | Amount |
| | | | |
| | | | |
| | | | |
| Miscellaneous | Dates | Details | Amount |
| | | | |
| | | | |
| | | | |
| Total amount of expenses requested | | | £ |
| | | | |

If claiming travel expenses, please place ✓ in box to confirm your vehicle is insured for use on council business

| | | | |
|------------|--|----------------------------|--|
| Signature | | Approved | |
| | | Clerk/ Chair of meeting | |
| Name print | | Date | |