

## **ABY WITH GREENFIELD PARISH COUNCIL**

### **Payment of expenses to Council members**

This policy was approved by the Parish Council at its Meeting held on 17<sup>th</sup> February 2020.

#### **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 Parish 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 car, 24p per mile using a motorcycle, 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 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 an agreed budget set aside by the Parish Council. Such expenses incurred will be approved retrospectively after the event, at the next meeting of the Parish Council.

#### **2. Items purchased specifically at the direction of the Parish Council**

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

Members must endeavour to obtain a VAT receipt in the name of the Parish 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 Parish Council.

#### **4. Member's allowances**

Aby with Greenfield Parish Council does not pay any basic members' allowance to elected councillors.