

Allowances, Travel and Subsistence Expenses Policy

Purpose of the policy

Councillors Allowances

In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003; parish councils have the discretion to introduce a members allowances scheme in addition to a travelling allowance and a subsistence allowance.

The Council has not adopted the Local Authorities (Members Allowances) (England) Regulations 2003 for the payment of Basic Members Allowance.

However, Heath & Holmewood Parish Council resolved to introduce the following allowance payments.

£250.00 allocated to the Chair.

£1500.00 allocated to the Events Chair.

(allowance payments are not to be confused with salary payments)

Travel and Subsistence Allowance (regulation 26) for approved duties.

The council will pay elected/co-opted members and officer allowances in respect of travelling and subsistence.

Approved duties include, members attending training events or attending meetings as a representative of the Council and need to be specifically approved by the Council in advance.

Payments can be authorised for journeys by public transport and private vehicles (not paid for travel within the parish boundary) The approved HMRC travel rates will be applied.

Expenses

An expenses claim form shall be completed and passed to the responsible finance officer for payment. All relevant receipts shall be attached to the claim form.

No payment will be authorised if no valid receipt is made available.

Expenses incurred by Councillors will be reimbursed in a fair and timely manner.