

## **Policy on councillor allowances, travel and subsistence expenses, and other support of Council's business**

Adopted at Full Council meeting on 26<sup>th</sup> April 2021 (Minute 273/20/21)

**This policy applies to Charlton Kings Parish Council's councillors, members of staff, and volunteers working on Council's business**

### **Councillor allowances**

*The Local Authorities (Members' Allowances) (England) Regulations 2003, S.25 (Parish Basic Allowance)*, permits a Parish Council to pay a 'Parish Basic Allowance' to its chairman and/or members. Charlton Kings Parish Council has determined that it will not do so.

### **Travel and Subsistence expenses**

*The Local Authorities (Members' Allowances) (England) Regulations 2003, S.26 (Parish travelling and subsistence allowance)*, permits a Parish Council to pay to its members allowances in respect of travelling and subsistence. Charlton Kings Parish Council has determined that it will apply the same rules to its members of staff and volunteers.

### **Travel expenses**

In line with Cheltenham Borough Council's rules, travel expenses may be claimed only for those journeys that are made outside Cheltenham. All claims must be supported by original receipts. It is expected that the most economical form of transport will be used by anyone claiming travel expenses. This will not necessarily be public transport if time taken would be disproportionate when making a journey by that means. The cost of approved journeys by public transport will be refunded. Where public transport is unavailable, or would be an inefficient use of time, a car mileage allowance will be paid at the Local Authority Public Transport rate. Parking charges, but not parking fines, while on Council's business, will be refunded. Members of staff and volunteers must seek prior approval from the Clerk before making any journey for which a travel expenses claim would be made.

### **Subsistence expenses**

No-one will be required to undertake Council business that requires overnight accommodation. In any exceptional case, the full details of any proposed expenditure must be agreed with the Clerk before any booking is made.

Only where it is necessary to host a guest while on approved Council business, will councillors be reimbursed for the cost of a meal.

## **Criteria for supplying equipment or reimbursing the costs associated with supporting Council's business**

- I. It is Council's general policy that expenses incurred by anyone carrying out Council's business will not be refunded. The default position is that the business will not be undertaken if expenditure is required.
- II. Councillors may undertake roles that require considerable use of personal computers and printers and incur an unreasonably high annual expenditure for the printing of papers at home. Any councillor may claim an annual payment of £50 as a contribution to the cost of toner/inkjet cartridges and be supplied, not more than annually, with a ream of printing paper from office stocks. Councillors who wish to claim the allowance should contact the Clerk.
- III. Anyone working on behalf of Council may request that their work is supported, and appropriate provision made for the purchase of equipment or materials, in particular if the equipment or material is required in order to fulfil Council's legal responsibilities under Health and Safety, Equality, or other legislation.
- IV. In line with Council's general policy, the following criteria must be met before a request is submitted to the Clerk:
  - It would be unreasonable for the individual to be expected to supply the equipment or materials themselves
  - The cost of supporting the work is proportionate to the benefits that the Council would derive
  - In respect of volunteers, the request is supported by the councillor directly responsible for allocating and supervising the work and agreed in advance by the relevant budget holder and by the Clerk/RFO

Any volunteer who benefits from such a purchase must confirm in writing that they understand that the equipment or materials are provided only while they are actively volunteering with the Council. When their period of volunteering ends, the equipment or materials must be returned to the Council. The Council reserves the right to withdraw equipment or materials provided to a volunteer at any time.

These rules are to be followed in the context of the Member Code of Conduct, the efficient execution of Council's business, and the proper use of public money.

Last updated: March 2021