

Policy on allowances, travel and subsistence expenses, other expenses, and payments

Adopted at Full Council meeting on 24th August 2020 (Minute 90/20/21)

This policy applies to Charlton Kings Parish Council's Councillors and members of staff

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

S.26 Parish travelling and subsistence allowance, permits a Parish Council to pay to its members allowances in respect of travelling and subsistence. In line with Cheltenham Borough Council's rules, travel and subsistence expenses may be claimed only for those journeys that lie outside the parish boundary. All claims must be supported by original receipts.

Travel expenses

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.

Subsistence expenses

Councillors will, generally, not 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 Chair or Vice-Chair before any booking is made.

Councillors will be reimbursed for the cost of their own daytime meal only where it is necessary to host a guest while on approved Council business.

Other expenses

It is Council's policy that councillors' general expenses incurred while carrying out their duties will not be refunded.

Some councillors undertake roles that require considerable use of personal computers and printers and they will incur an unreasonably high annual expenditure for the printing of

papers. Any councillor may claim an annual payment of £50 as a contribution to the cost of toner/inkjet cartridges and be supplied with a ream of printing paper from office stocks.

Councillors who anticipate the need to incur expenses in any other way should agree this with the Clerk in advance.

Payments

Most equipment and consumables should be ordered by staff and paid for directly from the Council's bank account. From time to time, it will be necessary for a councillor to incur expenditure. A 'Payment Requisition Form' must be completed at the earliest opportunity, the purchase receipt attached, and submitted to the office for payment. The most efficient repayment method is a BACS transfer, which will require the councillor's bank account details to be given.

These rules should 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.

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