



## COUNCILLORS AND STAFF ALLOWANCES AND EXPENSES POLICY

<b>Policy Title</b>	<b>COUNCILLORS AND STAFF ALLOWANCES AND EXPENCES</b>
<b>Policy No.</b>	<b>022</b>
<b>Policy Aim</b>	To ensure transparency, accountability and fairness in the administration of allowances and expenses for Councillors and staff, supporting them in fulfilling their official duties effectively while maintaining public trust and responsible use of public funds
<b>Approval Date</b>	May 2014
<b>Review Date</b>	July 2025
<b>Responsible Officer</b>	Town Clerk
<b>Approving Body</b>	Full Council
<b>Minute Reference</b>	C25/060

### Version History

Date	Version	Author / Editor	Comments

### Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By
May 2025	Routine	Formatted for consistency	Deputy Clerk

## **Introduction**

1. This policy provides details of the arrangements for allowances and expenses for members and employees of Cullompton Town Council.
2. In this document Elected Member is defined as a councillor of Cullompton Town Council who has not been co-opted onto the council. Under present legislation co-opted members are not permitted to have the Councillors Allowance. The term councillor will be deemed to be defined as a serving councillor of Cullompton Town Council and therefore includes co-opted councillors.

## **Travel Expenses**

3. Travelling allowance will be paid in accordance with the scale of allowance as set out in this policy for any councillor or employee of the council. Travel allowances will be paid under the following circumstances:
  - 3.1. When it has been agreed that a councillor or employee should attend a meeting outside of Cullompton on behalf of the council.
  - 3.2. In the case of the Mayor, Deputy Mayor or an agreed substitute, when invited to an event outside of Cullompton where he/she will represent the Town Council
  - 3.3. When attending a seminar, training course or activity outside of Cullompton which has been authorised
  - 3.4. That the Council will consider claims from members nominated by the Council to represent it on partnership groups or outside bodies.
4. By authorised the Council means agreed by a Committee or the full Council
5. All claims for travel allowance must be made on the form provided and be authorised by an officer of the council.
6. For longer distance journeys consideration must always be made of the feasibility of using public transport.
7. Consideration will not normally be given to claims for travel within the boundaries of Cullompton.

## **Subsistence Expenses**

8. Subsistence allowances are only permitted when councillors or employees are required to be out of the area in the course of their duties or for a training event to cover actual costs incurred up to the maximum amount permitted for the situation being claimed.
9. Where a meal is provided at the meeting or training event being attended no allowance will be payable, however, if there is a need to be away for a longer period an allowance will be payable for meals not covered by the meeting or training provider.
10. In all cases a receipt for the meal or refreshments must be provided. The maximum allowance will only be paid when the cost of subsistence is equal to, or greater than, the maximum allowance

#### **Car Parking Charges**

11. Where councillors or employees are required to pay a car parking fee for attending a meeting or event where no facilities have been provided such fees will be refunded on production of a valid receipt or car parking ticket for the period used.

#### **Elected Member's Allowance**

12. Elected Member's are entitled to an allowance to cover the general expenses of being a councillor.
13. The members allowance shall be agreed by Full Council from time to time in consultation with the Mid Devon District Council Parish Remuneration Panel. Rates currently stand at £100 per annum for an elected member, and £120 per annum for the Town Mayor (Minute 387 of 28 October 2021).

#### **EXPENSES**

14. **Travel Expenses.** Travel expenses will be paid as follows:
  - 14.1. Either 45p per mile for the first 10,000 miles in any one year, 25p per mile thereafter, with An additional 5p per mile is payable for a passenger required to attend the meeting, event or training course.
  - 14.2. Or reimbursement of bus/train ticket Where long distance travel is required and it can be proved to be cheaper or far more convenient to use public transport.
  - 14.3. The standard class rail fare.
  - 14.4. The bus fare.
  - 14.5. The agreed air fare.
  - 14.6. Taxi fares will only be reimbursed in exceptional circumstances.
15. **Subsistence Expenses.** Rates are based on [HMRC approved rates](#):
 

15.1. For trips over 5 hours	£5.00
15.2. For trips over 10 hours	£10.00
15.3. For trips over 15 hours	£25.00

- 15.4. Trips extending past 8pm      an additional £10.00
- 15.5. The maximum daily subsistence allowance is £25.00, which covers all meals taken in a 24-hour period.

## **16. Hotels**

Where it is necessary for a member or employee to stay in a hotel the following will apply:

- 16.1. Where the cost is included in the cost of the event this will be invoiced to the Council having been agreed before booking the event.
- 16.2. Where attendance at a meeting or event requires an overnight stay which is not included in the cost of the event arrangements will normally be made by the council. Under such circumstances where a price has been agreed but an account facility is not available, the council will repay the agreed cost to the councillor or employee on production of a receipt.
- 16.3. Where a councillor or employee is required to stay in a hotel or other accommodation overnight irrespective of whether the accommodation has been provided for by the organisation to which the person is attending or not, the councillor or employee shall be entitled to a basic allowance to cover the cost of telephone calls home and other out of pocket expenses at the rate of £5 per night.