



# **Lympstone Parish Council Allowances, Expenses and Reimbursement Policy**

The following policy was adopted and agreed by Lympstone Parish Council on 10<sup>th</sup> January 2022.

The following policy was reviewed and approved by Lympstone Parish Council on 8<sup>th</sup> April 2024

## **ALLOWANCES, EXPENSES AND REIMBURSEMENT POLICY**

### **1 COUNCILLORS**

#### **1.1 Council Commitment**

Whilst there is no provision in law enabling parish councils to pay individual councillors a wage commensurate with work done by that individual, the council notes and recognises the time commitment of councillors as well as the many incidental costs, they incur in carrying out council business.

The Chairman of Lympstone Parish Council has a set separate allowance agreed each year in the Parish Council budget.

#### **1.2 Legal Context**

The provision of members allowances is made under Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 Part 5.

The provision of an allowance paid to the Chairman if a co-opted member is made under S15 of the Local Government Act 1972.

#### **1.3 Travelling Allowance**

An elected or co-opted Councillor shall, in exceptional circumstance be paid a travelling expense in respect of travelling undertaken in connection with the duties set out below:

Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above will be approved in advance at a full council meeting.

Councillors will not receive expenses for attendance at any meeting of Lympstone Parish Council.

The council will pay a travel allowance in accordance with the following:

Cars: 45p per mile

Motorcycles: 24p per mile

Bicycles: 20p per mile

Public transport: lowest available second-class fare only, ticket receipts required

Parking cost: actual cost with receipt

Claims by parish Councillors in respect of parish travelling allowance should be made monthly on the prescribed form supplied by the Clerk and signed by the claimant. All claims to be made no later than 7th April next following the end of a year.

Payments shall be made to each Councillor by cheque monthly in arrears.

Reimbursement of such expenses will be made free of income tax deduction and must not be claimed as business expense against a members' annual allowance on their income tax return.

#### **1.4 Reimbursement of expenditure**

Items purchased specifically at the direction of the council and the purchase authorised in accordance with Financial Regulations, will be reimbursed. Councillors should obtain a VAT receipt in the name of the council and submit it with the signed reimbursement claim form.

Payments shall be made by cheque in arrears.

*Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council*

*Date of next review:      **April 2025***



## Lympstone Parish Council – Expenses claim form

Name of claimant: \_\_\_\_\_

### Travel Expenses:

Date(s)	Duty	Location Postcode	Motor mileage (45p/mile)	Parking cost (attach receipt)	Rail/Bus fare (attach receipt)
<b>Total amount:</b>					

### Other Expenses:

Date incurred	Duty	Detail of expense	Amount (attach receipt)
<b>Total amount:</b>			

Signed by claimant: \_\_\_\_\_

Signed by Clerk/RFO: \_\_\_\_\_