

MELBOURN PARISH COUNCIL
Councillors and Staff Expenses Policy

COUNCILLORS

It is the choice of individual members as to whether they claim expenses.

Councillors may not claim for:

- actual or potential loss of earnings or income; or
- expenditure incurred whilst attending meetings of the Council and its committees at their usual meeting place.

Care Costs

The cost of care arrangements (whether for child care or for care of an elderly or dependent relative) will be re-imbursed in special circumstances (that is, not for the routine work of the Council or attending training) which are agreed in advance by the Clerk.

Travel Expenses

Councillors may claim travel expenses when carrying out approved duties on behalf of the council. Such duties may include attending training courses or representing the council at meetings held outside the parish. In an emergency, such expenses incurred may be approved after the event. This policy shall apply equally to all councillors, whether they are elected or co-opted.

Mileage rates will be South Cambridgeshire District Council approved rates applicable at the time. Currently 0.45p per mile.

Related travel expenses such as car parking and road tolls will be reimbursed on production of a receipt. On the occasions when it is not possible to produce a receipt, an explanation should be written on the claim form and the form countersigned by the appropriate signatory.

Approval should be sought in advance from The Clerk.

Claims must be made by completing the expenses claim form, available from the Clerk, within 3 months of the date the expenses were incurred. Expenses claim forms must be countersigned by the Chairman, Vice Chairman or Financial Officer.

In respect of all claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency to minimise claims

It is the responsibility of each councillor to notify the Council of any material change in the information held by the council and relevant to the processing of claims (e.g. change of address or vehicle details).

Members using their own vehicles must ensure they are adequately insured
Members must be aware that such expenses may be taxable and must make their own provision.

The following will be excluded from payment:

- Attendance at social events unless the Parish Council deems it proper for a councillor to attend.
- Attendance at a meeting of an outside body, for which travel and other expenses are paid for by that body.
- Attendance at any meeting of Melbourn Parish Council, or for any work within the parish.

Re-imbusement for sundries

All other expenses such as, telephone calls, printing costs, stationery, stamps etc. will be reimbursed on completion of the expenses claim form, supported by receipts. On the occasions when it is not possible to produce a receipt, an explanation should be written on the claim form and the form countersigned by the appropriate signatory.

STAFF

Staff will be paid expenses as per their Contract of Employment. Staff must use the Parish Council's van for work-related activities. Expenses will only be paid for use of a private vehicle in exceptional circumstances and permission must be sought from the Clerk in advance.

____BOB TULLOCH _____

____25 JANUARY 2016_____

Chairman

Date