

GRIMSTON PARISH COUNCIL

Members' Allowances Scheme

The Scheme sets out Grimston Parish Council's policy to reimburse Councillors attending meetings, events or training sessions as a representative of Grimston Parish Council outside of the Parish Council area.

1 Travel Allowance

This allowance is intended to reimburse expenditure necessarily incurred on all journeys undertaken on approved duties outside the Parish of Grimston. Travel allowances will be those recommended by the Inland Revenue.

(1) Motor Vehicles: Travel by motorcar will be reimbursed at the agreed rate. In addition:

- (a) a passenger supplement for official passengers is paid per passenger per mile, up to a maximum of 4 passengers
- (b) Councillors will be responsible for ensuring that they have adequate insurance cover for business use.

(2) Motorcycle: Travel by motorcycle will be reimbursed at the agreed rate.

(3) Bicycle: Travel by bicycle will be reimbursed at the agreed rate.

(4) Public Service Transport: Travel by bus or train will be reimbursed at actual cost. Standard class fare only will be paid for rail travel.

2. Subsistence Allowance

Any claim for subsistence must be supported by a receipt. The circumstances in which this allowance is paid are as follows:

(1) Day Subsistence

- a) Breakfast Allowance - absence over 4 hours before 11.00am
- b) Lunch Allowance - absence over 4 hours including lunch period between 12 Noon and 2.00pm
- c) Tea Allowance - absence over 4 hours including period 3.00pm to 6.00pm
- d) Evening Meal Allowance - absence over 4 hours ending after 7.00pm.

(2) General

The time elapsed should be calculated on a "door to door" basis, but time spent on non-council business must be deducted. Where a Councillor is supplied with a meal the appropriate meal allowances cannot be claimed.

3 Prior Approval

Attendance at any meeting/event as the Council representative or training course requires prior approval of the Council. In exceptional circumstances, the Clerk with the agreement of the Chairman may grant prior approval.

4. Claims and Payments

(1) A claim for travel or subsistence under this Scheme should be made within the financial year they occurred.

(2) Claims for reimbursement of expenses incurred including the cost of parking must be made on the appropriate form (Available from the Clerk) and accompanied by a receipt.

(3) Councillors are reminded that responsibility for the accuracy and propriety of claims rests with the individual Councillor making the claim. Reliance is placed by the Council on the declaration signed by the claimant on each claim form.

(4) A Councillor who has been overpaid under the terms of this Scheme, will be advised of the situation and arrangements will be made for the immediate recovery of the overpayment or taken from subsequent claim(s).

5. Records

Payments made by the Council in accordance with this Scheme will reported in the Minutes.

SCHEME RATES

Travel (as per Inland Revenue figures)

Private Vehicles	45p per mile (for the first 10,000 miles – 25p thereafter)
Plus, for every passenger (max 4) For whom a travel allowance would be payable	5p per mile
Public Transport	Actual cost
Motor Bike	24p per mile
Bicycle	20p per mile

Subsistence for absence exceeding 4 hours from normal place of residence

Breakfast ending before 11.00am	£6.72
Lunch, including Noon - 2.00pm	£9.28
Tea, including 3.00pm - 6.00pm	£3.67
Dinner ending after 7.00pm	£11.49