

GRIMSTON PARISH COUNCIL

Members' and Employees Allowances Scheme

The Scheme sets out Grimston Parish Council's policy to reimburse Councillors or employees attending meetings or events as a representative of Grimston Parish Council outside of the Parish. The scheme also includes relevant training sessions.

1. Attendance Allowance

Grimston Parish Council has resolved that no attendance allowance will be paid to Councillors attending meetings in connection with Parish Council business, however, travel and subsistence allowances may be claimed.

2. Travel Allowance

This allowance is intended to reimburse expenditure necessarily incurred on all journeys undertaken on approved duties or training outside the Parish of Grimston. Travel allowances will be in line with those recommended by the Inland Revenue as under the tax threshold.

(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.

3. Subsistence Allowance

Subsistence* rates will match those of King's Lynn & West Norfolk Borough Council. 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 the Claimant is supplied with a meal the appropriate meal allowance cannot be claimed.

4. 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.

5. Claims and Payments

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

6. 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 |

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Members' and Employees Allowances Scheme – Claim Form

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| | |
| Name | |
| Event /Meeting/Training | |
| Date | |
| Claim details - Travel <i>Mileage should be based on AA Route planner</i> | |
| Claim details – Subsistence | |
| Receipts attached | |
| Comments | |
| Total of Claim | |
| Signed by Claimant | |
| Date | |
| Signed by Clerk RFO | |
| Date | |
| Payment made | |