



St Stephen in Brannel Parish Council

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ALLOWANCES AND EXPENSES POLICY.¹

It is the aim of St Stephen in Brannel Parish Council that no Member will be financially disadvantaged when representing the Council.

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

St Stephen in Brannel Parish Council will only make reimbursement for expenses incurred when performing approved duties on behalf of, and authorised by, Council or the relevant Parish Council committee.

If a Member occurs expenses while performing duties as a representative of an outside body, the claim should be directed to that organisation.

Members will not receive expenses for attendance at any meeting of St Stephen in Brannel Parish Council or for any work within the Parish.

Employee claims will be reimbursed as per the terms of their contract

Claim Procedure

- Any claims should be submitted to the RFO using the relevant form within 3 months of the event. Receipts should be attached as appropriate. Any claims received after this date will only be paid at the discretion of Full Council.
- The RFO will scrutinise all claims. Any queries will be directed to the Chair of the Finance & General Purposes committee. All payments will be authorised as per Financial Regulations.

Allowances

- Parish Councillors are unpaid and do not receive an annual allowance.
- The Chairman has a small allowance which is set in the Annual Budget and the monies are held by the Parish Council.

¹ Adopted by Full Council on the meeting held on Wednesday 4th April 2018 under minute number FPC61/18

Travel

- St Stephen in Brannel Parish Council will pay travel expenses to Members who travel on authorised duties using the Parish Council office (PL26 7NN) as the start/end point.
- Approved travel expenses will be at the rates approved by HMRC. These are currently-
 - 45p per mile for cars
 - 24p per mile for motor bikes
 - 20p per mile for cycles
 - 5p per mile passenger supplement (for each passenger up to a maximum of 4)
- Related travel expenses such as parking will be reimbursed on production of a receipt.
- Members must use their own vehicle and ensure that they are adequately insured.
- Where possible, attempts must be made to minimise expenses by sharing transportation.

Subsistence

- Expenditure will be reimbursed for subsistence on approved duties outside the Parish (Absence from usual place of residence for more than 4 hours) on production of receipts and up to the maximum figures set out below:
 - Breakfast £15.00
 - Lunch £25.00
 - Evening meal £40.00
 - Overnight stay at B&B £100.00
 - Overnight stay at major city hotel (excl London) £150.00
 - Overnight stay at London Hotel £200.00

Miscellaneous Expenses

There may be some other incidental expenses incurred by Members that are not covered by these rules such as phone calls. These should be discussed with the RFO in the instance.