



Allowances, Travel and Subsistence Expenses Policy

Legal Background

Councillors Allowances

In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003; parish councils have the discretion to introduce a members allowances scheme in addition to a travelling allowance and a subsistence allowance.

A parish or town council is able to pay a parish basic allowance for each year to its chairman only or to each of its elected members (regulation 25). The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of the extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member. The allowance is not a salary. It is a figure, which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor.

Nelson Town Council has resolved not to introduce a scheme for basic parish councillor allowances nor to pay their Chairman an allowance.

Travel and Subsistence

Travelling and subsistence allowances are treated separately (see below). There is no set figure and no doubt the figures will differ from region to region for a variety of reasons.

Travel and subsistence allowances can be set by the Council however a parish basic allowance (which Nelson Town Council has agreed not to introduce), can only be set by the Council after it has considered the recommendations of the parish remuneration panel of the principal authority. It is recommended where such schemes exist, they must be outlined in a formal policy adopted by the Council. Should Nelson Town Council resolve to introduce a scheme for basic parish councilor allowances, they are required to refer to the National Association of Local Councils (NALC) legal topic note LTN 33 on 'Councillors Allowances'.

Dependents' Carer's Allowance

Parish and town councillors are not entitled to claim this allowance under the regulations and yet it is available under the new regulations, for example, to those district councillors with dependant children.

Purpose of the Policy

This policy sets out the rates, procedures and rules which must be observed for the submission of claims for travelling and subsistence allowances.

Claims for Travelling and Subsistence Allowance

The council will pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories:

- A. The attendance at a meeting of the council or of any committee or sub-committee, of the council, or of any body to which the council makes appointments or nominations or of any committee or sub

committee of such a body; which takes place outside of the Nelson boundary.

- B. The attendance at a meeting of any association of authorities of which the council is a member; if held outside the Nelson boundary
- C. The performance of duties in connection with a tender process which requires travel outside the Nelson boundary
- D. The performance of any duty (outside the Nelson boundary) which requires the inspection of any premises
- E. The carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees, outside of the Nelson boundary

Travel and Subsistence Rates

For any functions authorised in line with above, travel and subsistence can be authorised for journeys by public transport car, or non-motorised device will be made to members, co-opted members and officers. Payment will not be paid for travel within the Nelson boundary.

The approved HMRC travel rates will be paid as follows:

Bus or rail travel	cost of journey subject to receipt or ticket being provided to the Town Clerk
Car	£0.45 per mile (HMRC rate)
Motorbikes	£0.24 per mile (HMRC rate)
Non-motorised transport (eg: bicycle)	£0.10 per mile (HMRC rate)
Taxi	The cost of taxis will be paid in exceptional circumstances only authorised by the Responsible Financial Officer on behalf of the Council

Overnight Accommodation

Where the nature of the duties being undertaken result in a Councillor/Co-opted member or Officers being absent from his/her usual place of residence (more than 2 hours away), overnight accommodation will be booked and paid directly by Nelson Town Council. The overnight accommodation allowance is payable, normally to cover bed and breakfast, where you are required to stay away from home overnight.

There are two types of allowance, one for accommodation in London, and one for accommodation outside London. These allowances are subject to a maximum, which is reviewed annually.

Overnight subsistence	
Overnight accommodation outside of London	£80.00
Overnight accommodation in London	£92.00

There may be exceptions where the cost of overnight accommodation exceeds the maximum allowance due to availability. In these circumstances the Town Clerk can authorise the additional expenditure. This authorisation should be attached to your claim for reimbursement.

Subsistence Expenses

Expenses may also be paid to cover items such as newspapers, telephone calls, food and drink.

Receipts must be produced for all claims made, except in exceptional circumstances where the Town Clerk may authorise payment without evidence of a receipt.

	Outside London	In London
Breakfast Allowance	£5.00	£6.00

Lunch Allowance	£6.50	£8.00
Tea/Coffee Allowance	£3.50	£4.50
Evening Meal Allowance	£10.00	£12.50

Completion of Claim Forms

Claim forms can be obtained from the Town Council office and a copy is attached to this policy (appendix A).

The following applies when completing claim forms:-

- Enter your name, date and reasons for the journey and destinations
- Enter the mileage for each journey plus expenses claimed and totals
- Where you can provide a VAT receipt for the petrol purchased shortly before the date of the journey then the Town Council can reclaim the VAT at the appropriate vat mileage rate
- The form should be signed by the claimant and then authorised by the Responsible Financial Officer before processing.

All travel and subsistence expenses must be reclaimed using the expense form and not through the petty cash floats.



NELSON TOWN COUNCIL

TRAVEL AND SUBSISTENCE CLAIM FORM

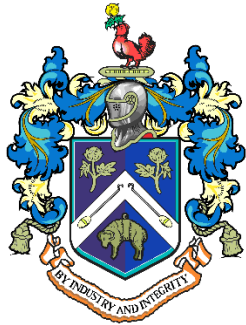
Name..... Date..... Meeting/Event.....

Date	Journey Details	Milometer Readings		Total Miles Travelled	Allowance per mile	Amount Claimed
		Start	Finish			

Date	Subsistence Details	Meeting / Events	Amount Claimed

Car Registration:
Receipts attached: Y / N
Signature of Claimant:.....

Office Use Only
 Authorised:
 Date Paid:



NELSON TOWN COUNCIL

TRAVEL AND SUBSISTENCE RATES

If further guidance is required when submitting claims, please refer to the Council's Allowances, Travel and Subsistence Expenses Policy.

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