



HOUGHTON REGIS TOWN COUNCIL

COUNCILLORS' EXPENSES POLICY

Date of Approval:	14th December 2020
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Based on NALC Legal Topic Note 33, Councillors' Allowances

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1. INTRODUCTION

- 1.1 Houghton Regis Town Council does not pay a parish basic allowance (PBA) to members however they have elected to pay travel and subsistence expenses under Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003.

2. TRAVELLING AND SUBSISTENCE

- 2.1 Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003. permits a local council to pay both elected and co-opted members expenses in respect of travel and subsistence when undertaking approved duties 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;
- b) the attendance at a meeting of any association of authorities of which the council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;
- e) the carrying out of any other duty approved by council.

- 2.2 Travel allowance also applies in respect of travel by bicycle or other non-motorised form of transport.

- 2.3 Travelling expenses will be reimbursed at the amount of 45p per mile an extra 5p per mile may be claimed for each approved passenger, if using a private vehicle, 20p per mile if using a bicycle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.

- 2.4 Councillors are expected to use taxis only when strictly necessary and where it is cost effective to do so. Councillors should always obtain a receipt.

- 2.5 Subsistence allowance for refreshments will only be payable where attendance at any meeting exceeds 5 ½ hours and will be limited to £8.50 maximum per event.

- 2.6 Claims shall only be made on the appropriate forms available from the Clerk. All receipts should be originals.

3. CAR PARKING CHARGES

- 3.1 Where councillors are required to pay a car parking fee for attending a meeting or event where no facilities have been provided such fees will be refunded on production of a valid receipt or car parking ticket for the period used.

4. REIMBURSEMENT

- 4.1 Expense claims are processed by the Responsible Finance Officer, when reasonable and practical, and paid within 28 days unless circumstances require payment sooner.