

## Members Expenses Policy

### Travelling

Councillors, including co-opted councillors, may claim travel expenses when carrying out previously approved duties. Approved duties, means doing anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.

Travelling expenses will be reimbursed at the amount of 45p per mile\*, if using a private vehicle, 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.

Claims shall only be made on the appropriate forms available from the Clerk.

The Clerk shall have delegated powers to authorise councillors' attendance at training events, subject to funds remaining within the yearly budget set aside by the council. Such expenses incurred will be approved retrospectively after the event, at the next meeting of the council.

The rate for travelling expenses for members shall be set in accordance the UK Governments Mileage Allowance Payments for the current Tax year

### Items Purchased Specifically At The Direction Of The Council

These will only be reimbursed subject to the prior agreement of the council and on production of a valid receipt.

Members must obtain a VAT receipt in the name of the Council for all such purchases, and this must be passed to the Clerk, together with the claim for reimbursement.

Claims shall only be made on the appropriate forms available from the Clerk.

### Other expenses

Reimbursement of any other expenditure will only be by prior agreement with the council.

### Member's Allowances

Holbeach Parish Council does not pay any basic members' allowance to elected councillors.

| Version | Date Approved | Amendments Made | Next Review Date |
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