

Members Allowances Policy

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1. Introduction

- 1.1 This policy provides details of the arrangements for allowances and expenses for elected Members of Gainsborough Town Council.
- 1.2 Individual elected Members are defined as an individual Councillor of Gainsborough Town Council. It is noted that co-opted members are not permitted to receive the awarded Members' Allowance.
- 1.3 Councillors, including co-opted councillors, may claim travel and subsistence 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.*

2. Travel Expenses

- 2.1 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 (the cheapest and most time-efficient method should be used).
 - a) Where it has been agreed that a Councillor should attend a meeting outside of the Gainsborough Parish on behalf of the Council
 - b) In the case of the Mayor, Deputy Mayor, Leader, Deputy Leader (or agreed substitute) where invited to an event outside of the Gainsborough Parish where they will represent the Town Council
 - c) When attending a seminar, training course or activity outside of the Gainsborough Parish which has been authorised by a Committee or the full Council
 - d) That the Council will consider claims from members nominated by the Council to represent it on partnership groups or outside bodies.
- 2.2 Parking charges, but not parking fines, while on Council's business, will be refunded.
- 2.3 *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 All claims for travel allowance must be made on the form provided and be authorised by the Town Clerk.
- 2.5 Consideration will not normally be given to claims for travel within the boundaries of the Gainsborough Parish by Councillors.

3. Subsistence Expenses

- 3.1 Subsistence allowance for refreshments to be purchased will only be payable where attendance at any event exceeds 4 hours and will be limited to £10.00 maximum per event and with receipts submitted.

- 3.2 Subsistence allowances are only permitted when Councillors are required to be out of the parish in the course of their duties or for a training event to cover actual costs incurred up to the maximum amount permitted allowance.
- 3.3 Where a meal is provided at the meeting or training event being attended no allowance will be payable, however, if there is a need to be away for a longer period an allowance will be payable for meals not covered by the meeting or training provider.
- 3.4 In all cases a receipt for the meal or refreshments must be provided. The maximum allowance will only be paid when the cost of subsistence is equal to or greater than the maximum allowance.
- 3.5 All claims for subsistence expenses must be made on the form provided and be authorised by the Town Clerk.

4. Elected Member's Allowance

- 4.1 Members' Travelling and Subsistence Allowances are made under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (or subsequent amendments).
- 4.2 Gainsborough Town Council does not pay any basic members' allowance to elected councillors.

5. Special Responsibility Allowance and Expenses

- 5.1. The Mayor shall receive for the period of the scheme £500 as special responsibility allowance.
- 5.2. In addition to a Special Responsibility Allowance the Mayor shall be entitled to make claims for reimbursement of all reasonable expenses occurred in pursuance of their duties. All such claims in any Civic year shall be limited to the sum of £1,500.00. All claims must be supported by relevant VAT receipts (where possible). No claim will be paid that is not supported by a receipt unless authorised by a resolution of the Full Council.
- 5.3 Any additional claims over and above £1,500.00 must be approved by a resolution of the Full Council who shall be under no obligation to approve such a claim.

6. Suspension of Allowances

- 6.1. Where an Allowance has already been made in respect of any period during which the Town Councillor concerned
- a) ceases to be a Town Councillor; or
 - b) is in any other way not entitled to receive an Allowance in respect of that period the Town Councillor shall repay to the Town Council such part of the Allowance as relates to any such period.

7. Claims and Payments

- 7.1 Payments of the Special Responsibility Allowance shall be payable following their election in May.
- 7.2 Claims by Town Councillors in respect of Travelling and Subsistence expenses should be made monthly and shall in any event be made by no later than 5th April next following the end of a year.
- 7.3 The Town 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. Any expenditure in respect of training in excess of £100 per event must be approved by Council prior to attendance.

8. Back Dating

- 8.1 Where this Scheme is amended and it affects allowances payable for the year in which the amendment it made, entitlement to such allowances as are changed will apply with effect from the beginning of the year in which the amendment is made.