

## Lawford Parish Council



### Expenses Claims Policy

Members agreed at the Parish Council Meeting of **18 July 2016** that they would not take up the allowances, as agreed by the Independent Remuneration Panel (IRP) for the year 2016/2017 for their role as a Parish Councillor

*(Lawford Parish council per Councillor per annum (Band 1) - Members £768.00, Chairman £960.00)*

Members elected to be reimbursed for any out of pocket expenses i.e. Travel out of the District, and to claim in accordance with the recommendations made for **Travel and Subsistence** as agreed by the IRP for the year 2016/2017.

The Council agreed (**minute ref: 15/1617(g)**) that the Chairman's allowance remain at £500 approximately 50% of the appropriate Parish/Town Council basic allowance.

Claiming expenses is on the basis that the expense is wholly necessary and exclusively for the Councillor to fulfil his/her duties as a Councillor.

1. The payment of expenses does not apply to duties, of whatever nature or regularity, incurred at the Lawford Parish Council Office or any other property/land owned/leased by Lawford Parish Council.
2. Expenses can only be paid for travel and parking outside of the Parish of Lawford. For travel by car, reimbursement will be in line with current HMRC rates. (45p per mile for the first 10,000 miles 25p thereafter. 24p per mile for motor cycles and 20p per mile for travel by cycle).
3. For the purposes of an Audit Trail, all members claiming expenses are required to submit receipts with their expenses form.

Mileage may be checked against a Route Planner and if the claimed mileage differs with the result, an explanation will be requested.

4. Car parking will be reimbursed at cost on production of a valid car parking ticket for the journey involved.
5. Councillors should submit a signed Expenses Claim Form, for each journey made, to the Parish Clerk within two months of the expense being incurred, together with any necessary supporting documentation.
6. All other expenses will be paid in line with the IRP and Tendring District Council's recommendations.

*Adopted 18 July 2016 minute ref: 15/1617(g) for review 2018*