

**TAVISTOCK TOWN COUNCIL**

**MEMBERS TRAVELLING & SUBSISTENCE ALLOWANCE SCHEME**

Tavistock Town Council, in exercise of the powers contained in the Local Authorities (Members Allowances) England Regulations 2003 hereby makes the following scheme for the payment of travelling and subsistence allowances to Members.

A. Parish Travelling Allowance

1. Subject to section (D) below the Council will pay Councillors allowances in respect of travelling undertaken or incurred in connection with the performance of any duty within one or more of the following categories –
  - a) The attendance at a meeting of the Authority or of any committee or sub-committee of the Authority, or of any other body to which the Authority 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 Authority is a member where the Member concerned is a duly appointed representative
  - c) The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened;
  - d) The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises; and
  - e) The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its committees or sub-committees.
2. Where a Member is suspended or partially suspended from his/her responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, or superseding provisions, any parish travelling and subsistence allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the Authority.
3. The Authority may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the Member concerned is:-

- a) Suspended or partially suspended from his responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part or superseding provisions; and
- b) Ceases to be a member of the Authority; or
- c) Is in any other way not entitled to receive the allowance in respect of that period.

Such part of the allowance as relates to any such period shall be repaid to the Authority.

There are additional allowances available for transporting passengers or travelling by bicycles and motorcycles as follows:

Passenger carriage	5p per mile
Bicycle rate	20p per mile
Motorcycle rate	24p per mile

#### B. Subsistence Allowance

- 1 Subsistence allowances are available in accordance with section (D) below and for official duties/ conferences that necessarily involve an overnight stay and/or require five or more hours away from the local authority area.
- 2 The rates payable are as follows:-

Breakfast allowance	£5.00*
Lunch allowance	£5.00*
Tea allowance	£3.00
Evening meal allowance	£15.00

\*if claimed on the day of outward travel departure must be before 7.00am or 11.00am respectively.

- 3 Subsistence allowance shall only be available where meals are not otherwise provided or included in the event/accommodation arrangements.

#### C. Records of Allowances

1. In accordance with Regulation 31 of the Local Authorities (Members' Allowances ) (England) Regulations 2003 the Council will maintain records of the payments made by it to each Councillor of the amounts paid to him or her in respect of parish travelling and subsistence allowance.
2. Such records shall:-

- a) Specify the name of the recipient and the amount and nature of each payment;
- b) Be available for inspection on reasonable notice and at no charge, by any local government elector for the area of the Authority; and
- c) Be supplied in copy to any person who is entitled to inspect a record under Paragraph (b) and who requests a copy and pays to the Authority such reasonable fee as it may determine; and
- d) As soon as reasonably practicable after the end of a year, the Authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the Authority stating the total sum paid by it in the year to each Member in respect of parish travelling and subsistence allowances.

#### D. Application and Conditions

The scheme is underpinned by the following requirements:

- Applications for reimbursement should be made on the appropriate claim form (Appendix 1 refers)
- Parish travelling allowance will be paid at the rate set by HMRC and represent the maximum above which tax would otherwise become payable
- Consideration should always be given by claimants to the most economic and efficient means of travel
- When using private transport the mileage claimed should represent the most practical direct route between the points of departure and destination
- No claim shall be made where a claim for the same journey/expenditure has already been made, or is intended to be made, from another body on which the Member serves
- Rail tickets or hotel accommodation are to be booked through the Council Office
- A Council Car Park permit shall be made available , on request, to the Mayor for use when conducting official Council business
- Claims for travelling and subsistence in relation to council business must be accompanied by relevant receipts (note - this is a requirement of the dispensation issued to the Council in respect of same from HMRC with regard to travelling and subsistence allowances)
- The reasonable cost of travelling and subsistence incurred by the Mayor when undertaking Mayoral duties beyond the boundary of the Parish shall be reclaimable
- the cost of subsistence and other reasonable expenses incurred by the Deputy Mayor when representing the Council on official business is classified as reclaimable on a receipted basis in respect of their own attendance
- the vehicle used shall be appropriately insured for use when conducting Council business

- any claim anticipated to be in excess of £25 shall be authorised in advance by either the Council or the Responsible Finance Officer
- For clarity, it is generally the case that (para A (1) excepted) to be able to claim for attendance at any event a Council Minute is required, in advance, authorising the cost of attendance. If in doubt please contact the Clerk

#### E. Review

1. The Council will review this policy as and when necessary and, in any event, in conjunction with the periodic review of its standing orders.