

YATTON PARISH COUNCIL

SCHEME FOR MEMBERS' TRAVELLING AND SUBSISTENCE ALLOWANCES

(adopted 20 April 2009, amended 20 June 2011)

Introduction

1. This Scheme for Members' Travelling and Subsistence Allowances (referred to in this document as "the Scheme") is made under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The Scheme is approved by the full Council and may only be amended by the full Council.
3. The Scheme contains general clauses describing the overall arrangements for members' travelling and subsistence allowances, together with a Schedule showing the actual entitlements as agreed by the Council each year.
4. In accordance with the provisions of the above Regulations, the Scheme, including the Schedules, is made by the Council having first considered recommendations from the Parish Remuneration Panel for North Somerset.

Interpretation

5. The term "councillor" in this Scheme means an elected or co-opted councillor of Yatton Parish Council
6. Use of the term "the Regulations" within this Scheme is a reference to the Local Authorities (Members' Allowances) (England) Regulations 2003.
7. Where there is an issue over the interpretation of the Scheme, the view of the Clerk as Responsible Financial Officer shall be final.

Travel and Subsistence Allowances

8. Travel and subsistence rules and allowances for councillors shall be the same as those relevant rules and allowances negotiated for officers of North Somerset Council.
9. The current Travel and Subsistence Rules and Allowances for North Somerset Officers are shown as Schedule 1 of this Scheme.
10. For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – a list/definition of "allowable journeys" and relevant approved duties is shown as Schedule 2 to this Scheme.

Payment of Allowances

11. The responsibility for the accuracy, integrity and correctness of the claim rests with the claimant. Where in the opinion of the Clerk a claim cannot for some reason be met within the rules of this Scheme, the claim will not be paid and the claimant will be informed in writing of the reason.

12. Travel and subsistence allowances are to be claimed promptly and must not be allowed to accumulate before claim. Councillors are to submit such claims monthly, within the normal accountancy deadlines announced by the Clerk.

36. Backdated claims for a period longer than two months may be accepted at the discretion of the Clerk.

37. Claims made after 31 March in respect of expenditure within the financial year ending on that date, shall be accepted only up to the deadline announced by the Clerk, which will normally be 30 April. The Clerk shall have discretion to deal with exceptional circumstances.

38. It is the responsibility of the councillor to notify the Council of any material change in the information held by the Council and relevant to the processing of claims (e.g. change of address or vehicle details).

Schedule 1 – Travel and Subsistence Rules and Allowances

Car User Allowance for all employees

All Fuel types and Engine Sizes

Mileage rates:

-up to 10,000 miles	40.0p	45.0p (as from 1 April 2011)
-over 10,000	25.0p	

Bicycle allowance

2p per mile

Subsistence

Subsistence cannot be claimed for visits to Yatton Parish Council establishments during normal working hours.

Councillors necessarily incurring additional expense in the course of their work in respect of meals or overnight accommodation will be reimbursed approved expenses **up to these amounts**. These are the maximum limits and where less is spent the actual amount should be claimed. Claims for meals and overnight accommodation should not normally apply when staying on a residential course or residential conference. **ALL CLAIMS MUST BE ACCOMPANIED BY A RECEIPT**. Claims for lunch cannot be made where lunch is part of a training course, seminar, site visit etc.

Breakfast (either as part of an overnight stay or leaving home before 7.00 am) -up to £4.48

Lunch -up to £6.17

Tea (must include the period between 6:30pm and 8:30pm) -up to £2.43

Evening meal (return or work beyond 8pm) -up to £7.64

Any claims which exceed the above limits will be capped. In exceptional circumstances subject to prior approval being obtained (and subsequent production of receipts unless discretion is exercised) the Clerk may approve additional expenses.

Schedule 2 – “Approved Duties” and “Allowable Journeys” for claim purposes

Part A - The following is a list of approved duties within the terms of the Regulations and approved by the Council for which travel and subsistence ... claims may be made.

Attendance at:

- a meeting of the authority or any committee or sub committee of the authority

*** Note: in this particular context, the term “attendance” is to mean attendance*

- *as a member of the body concerned;*
- *in exercise of a member’s constituency responsibilities as ward councillor*
- *in an observer capacity pursuant to any legitimate role as a councillor*
- *in order to exercise a statutory or constitutional power, right or duty.*
- a meeting of any body to which the authority makes appointments or nominations (or of any committee or sub committee of such body) but only as, or on behalf of, the appointed or nominated person;
- any other meeting the holding of which is authorised by the authority, or by a committee or sub committee of the authority, or a Joint Committee of the authority and one or more other authorities or a sub committee of such a Joint Committee, provided that
 - (a) where the authority is divided into two or more political groups it is a meeting to which members of at least two political groups have been invited or
 - (b) if the authority is not so divided it is a meeting to which at least two members of the authority have been invited;
- any meeting of an association of authorities of which the authority is a member but only as the authority’s appointed representative;
- a meeting or event at the invitation of the Clerk
- any training or personal development event authorised under the agreed members’ training programme

Part B – An “allowable journey” shall comprise the following:

- travel from the councillor’s home address (as notified to the Council) to the location of any of the meetings/events referred to in Part A above and the return journey.