



INGLEBY BARWICK TOWN COUNCIL

EXPENSES POLICY - MEMBERS

1.0 INTRODUCTION

1.1 It is the policy of Ingleby Barwick Town Council to reimburse its Members for expenses incurred in performing the duties required by the Council, such as travelling on Council business, or attending meetings or training providing the expenditure has been authorised, receipted and certified in accordance with this policy. Only those activities previously authorised by the Council may be claimed for.

2.0 AUTHORISED DUTIES

2.1 Expenses will normally be considered for the following activities:

- Travel outside the parish of Ingleby Barwick
- Associated travel costs
- Subsistence
- Accommodation

3.0 TRAVEL

3.1 Members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.

3.2 Travel by car will be reimbursed at 45p per mile and reasonable parking costs will be met.

3.3 Public transport is preferred where practical and cost-effective, in consideration of environmental issues.

3.4 All rail travel should be by the cheapest standard class fare available. Whenever possible, tickets should be booked by the Clerk, and in advance to take advantage of discounted fares.

3.5 Taxis should only be used when essential, i.e. no other means of transport is available.

3.6 Where a Member uses their own vehicle they should ensure that the vehicle is in good working order, have a valid MOT certificate, is fully insured and taxed.

4.0 SUBSISTENCE

4.1 A Member may claim for the costs of meals and beverages reasonably purchased when travelling for more than 4 hours on Council business.

4.2 Personal incidental expenses may not be claimed.

5.0 MAYOR'S ALLOWANCE

5.1 The Mayor's allowance exists to help defray the cost to the Mayor whilst undertaking his/her duties for the civic year. Ingleby Barwick Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

5.2 Each May, the Town Council elect the Mayor/Chairman of the Town Council for the ensuing year. The role will entail increased responsibility for the Mayor representing the town at various events throughout the area. As a result, it is a likely that there will be increased expenditure and to defray these extra costs a budget is allocated and will be reviewed annually as part of the Council budget

procedure. If the Mayor's allowance is not fully spent by the end of the Mayor's term of office, the remainder of the fund will revert to the general reserves.

- 5.3 Whilst representing the town the following list is legitimate expenditure for which there will be reimbursement:
- Mileage to and from events
 - Tickets for events
 - Raffle/draw tickets
 - Donations to charity stalls, etc.
 - Telephone
 - Reasonable expenditure required for performing the Mayor's duties in service of the Town
- 5.4 It is recognised that the Mayor may be accompanied to many formal engagements by his or her spouse or partner. Reasonable expenditure under the above headings in respect of the Mayor's spouse or partner represents legitimate expenditure.
- 5.5 It is expected that where possible receipts will support expenditure. Where it is not possible to provide receipts, signed written details must be provided by the Mayor to substantiate the expenditure.
- 5.6 All expenses will be publicised as part of the Annual Report.

6.0 PROCEDURE

- 6.1 All expense claims must be made on the official claim form, with receipts attached, as appropriate. Claim forms are available from the Town Council's office.
NB: All receipts should be originals.
- 6.2 It is important Members keep full records of expenses claimed and the reasons the expenses were incurred, so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, employees should keep a log showing where journeys commenced and ceased, and the number of miles travelled.
- 6.3 The completed and signed form, with receipts attached should be given to the clerk/RFO for processing.
- 6.4 The Clerk will scrutinise all claims submitted. If satisfied the claim is allowable, it will be approved and paid.
- 6.5 If the Member fails to submit a claim for a particular item at the time of expenditure, and instead claims it later, the Council may refuse to reimburse the expenditure.

7.0 REIMBURSEMENT

- 7.1 Expense claims are normally paid in the month following the expenditure having been incurred, unless circumstances require payment sooner. e.g. A high mileage claim for attending a national conference.