



Tiverton Town Council

Allowance and Subsistence

Policy Name	Allowance and Subsistence Policy
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1. Introduction

This policy provides details of the arrangements for allowances and expenses for members and employees of Tiverton Town Council.

In this document Elected Member is defined as a councillor of Tiverton Town Council who has not been co-opted onto the council. Under present legislation co-opted members are not permitted to have the Councillors Allowance. The term councillor will be deemed to be defined as a serving councillor of Tiverton Town Council, and therefore include co-opted councillors.

2. Travel Allowance

Travelling allowance will be paid in accordance with the scale of allowance as set out in this policy for any councillor or employee of the council. Travel allowances will be paid for under the following circumstances:

- a) When it has been agreed that a councillor or employee should attend a meeting outside of Tiverton on behalf of the council.
- b) In the case of the Mayor, Deputy Mayor or an agreed substitute, when invited to an event outside of Tiverton where he/she will represent the Town Council
- c) When attending a seminar or training course outside of Tiverton which has been agreed.

Any councillor or employee claiming a travel allowance must provide the council with proof of a valid driving licence, insurance of the vehicle and, where applicable, a valid MOT certificate for the vehicle at least on an annual basis or before any claim is made.

All claims for travel allowance must be made on the form provided and be authorised by an officer of the council.

For longer distance journeys consideration must always be made of the feasibility of using public transport. Where councillors or employees are required to travel to locations involving considerable distance consideration should be given to using air travel if that provides the council with the best value for money taking into consideration the time involved and possible hotel cost saving.

Consideration will not normally be given to claims for travel within the boundaries of Tiverton unless it is for claims like conducting judges around the town for the South West in Bloom competition or a similar situation.

3. Subsistence Allowances

Subsistence allowances are only permitted when councillors or employees are required to be out of the area in the course of their duties or for a training event to cover actual costs incurred up to the maximum amount permitted for the situation being claimed.

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.

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.

4. Car Parking Charges

Where councillors or employees are required to pay a car parking fee for attending a meeting or event where no facilities have been provided such fees will be refunded on production of a valid receipt or car parking ticket for the period used.

5. Elected Member's Allowance

Elected Members are entitled to an allowance to cover the general expenses of being a councillor. The allowance is provided to assist in the cost of telephone calls, use of their own computer and paper for printing documents sent to councillors electronically. The allowance will be paid every six months and is subject to being taxed.

An eligible member must provide the council office with details of their National Insurance number and date of birth so as to comply with tax regulations.

An eligible member can elect to inform the Town Clerk that he/she does not wish to have this allowance. Once informed of this decision no allowance will be paid to the councillor unless this request is rescinded by the councillor.

Under present legislation a co-opted councillor is not permitted to this allowance.

The members allowance shall be agreed by Full Council from time to time having consulted with the Joint Committee of the Authority under section 270(1) of the Local Government Act 1972.

6. ALLOWANCES

The following Allowances are in operation from the 1st April 2009 (as amended February 2014)

Travel Allowances

- 45p per mile for the first 10,000 miles in any one year
- 25p per mile thereafter
- An additional 5p per mile is payable for a passenger required to attend the meeting, event or training course.
- Where long distance travel is required and it can be proved to be cheaper or far more convenient to use public transport.
- The standard class rail fare
- The bus fare
- The agreed air fare

Subsistence Allowances

- Breakfast £7.87
- Lunch £10.86
- Tea £4.27
- Dinner £13.44

Hotels

Where it is necessary for a member or employee to stay in a hotel the following will apply:

- a) Where the cost is included in the cost of the event this will be invoiced to the Council having been agreed before booking the event.
- b) Where attendance at a meeting or event requires an overnight stay which is not included in the cost of the event arrangements will normally be made by the council. Under such circumstances where a price has been agreed but an account facility is not available, the council will repay the agreed cost to the councillor or employee on production of a receipt.

Hotel Subsistence Allowance

Where a councillor or employee is required to stay in a hotel or other accommodation overnight irrespective of whether the accommodation has been provided for by the organisation to which the person is attending or not, the councillor or employee shall be entitled to a basic allowance to cover the cost of telephone calls home and other out of pocket expenses.

£5 per night