Carn Brea Parish Council
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Councillors
Expenses Policy

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1 INTRODUCTION

1.1 Carn Brea Parish Council will reimburse Councillors for reasonable expenses wholly and exclusively incurred in connection with its business, subject to appropriate evidence being produced. Councillors should not be either financially advantaged or disadvantaged because of genuine Council business expenses.

1.2 Councillors are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements in place with suppliers.

1.3 Deliberate falsification of a claim or the evidence needed to make a claim will constitute a breach of the Code of Conduct and the facts will be reported to the Monitoring Officer.

2 ALLOWABLE EXPENSES

2.1 Carn Brea Parish Council will reimburse reasonable costs of amounts necessarily expended in the performance of duties. This does not include travel between home, the office and regular meeting rooms or any travel within the Parish boundaries, however, reasonable costs may be claimed for keyholders required to attend the Parish Office outside of normal office hours in the event of an alarm activation.

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

3 CAR ALLOWANCES

3.1 Councillors required to use their motor vehicle for the efficient performance of their duties will receive allowances for use of their motor vehicles on business only, after being so authorised by the Council. The mileage allowance will be in line with the National Joint Council (NJC) mileage rates which are reviewed annually. Travelling allowances for mileage incurred for Council purposes will not incur income tax subject to current HMRC rules.

3.2 Mileage rates will apply where personal cars are used for business purposes, irrespective of engine size. If a Councillor carries any other employees and/or Councillor(s) in their own vehicle on business travel, that Councillor can claim 5p per passenger per business mile. The passengers must be employees or Councillors of Carn Brea Parish Council, and they must also be travelling on business journeys. Where a Councillor uses their own vehicle, the Councillor must ensure that the vehicle is legally roadworthy, fully insured, taxed and where required MOT'd. The Council may request Councillors to print off a route planner to support the business mileage being claimed.

3.3 When undertaking Council business Councillors are required to adhere to traffic regulations. Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic Acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the Councillor's responsibility and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (e.g. compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.

4 TRAVEL BY TAXI

4.1 Councillors are expected to use taxis only when strictly necessary and where it is cost effective to do so. Councillors must always obtain a receipt.

5 TRAVEL BY BUS

5.1 Councillors should retain tickets wherever possible. Where a Councillor's existing Season Ticket / travel pass already covers the cost of the journey, no further claim will be entertained. Where 'swipe on / swipe off' or contactless payments are used, a printed record of journey costs should be provided by the Councillor, together with the travel providers fare charge structure.

Travel by bus, coach, ferry, train or plane should be booked ahead whenever possible to obtain the best pricing and Standard Class travel is the norm, unless other standards of travel are cheaper at the time of booking or under exceptional circumstances, agreed in advance but the Clerk or Chair of the Council.

6 PROCEDURE FOR MAKING AN EXPENSES CLAIM

1. Complete an expenses form (Appendix A)
2. Attach receipts
3. Submit form to the Clerk / Responsible Financial Officer
4. The payment will be authorised by the Full Council at their monthly meeting
5. A payment will be issued to the Councillor by BACs payment