



**Odiham**  
Parish Council

**CLAIMING OF EXPENSES BY  
COUNCILLORS POLICY**

**Adopted in January 2017  
Reviewed 8 May 2017  
Reviewed 14 May 2018**

## **1. INTRODUCTION**

Parish councils may choose to pay their members an allowance, known as a “basic allowance” to recognise the time and effort they put into their parish duties. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. If a parish council wishes to pay a basic allowance, it should have regard to the recommendation from its Parish Remuneration Panel. Basic allowances are only payable to elected Cllrs.

OPC agreed at its meeting on 3 October 2016 that it was only interested in a policy to allow all Cllrs to claim for expenses only.

## **2. PARISH TRAVELLING AND SUBSISTENCE ALLOWANCE**

- 2.1 Regulation 26 of The Local Authorities (Members’ Allowances) (England) Regulations 2003 amended in 2004 allows a parish council to pay both elected and co-opted members allowances in respect of travelling and subsistence undertaken or incurred in connection with the performance of any duty within the following categories:-
- a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council 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 council is a member;
  - c) the performance of duties in connection with a tender process;
  - d) the performance of any duty which requires the inspection of any premises;
  - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.
- 2.2 A parish Cllr shall be entitled to be paid travelling allowance for use of their own vehicle at a rate of 45p per mile regardless of engine size for training or non-training (attendance at meetings) purposes which is in line with the HMRC recommendations.
- 2.3 Use of public transport will be paid at the standard ticket rate and not the first class rate.
- 2.4 A subsistence allowance in respect of agreed parish duties undertaken in connection with or relating to the duties set out in Appendix 1.
- 2.5 Reasonable out of pocket expenses for meals and refreshment incurred whilst on parish council business outside of Odiham and North Warnborough parish will be reimbursed at cost.

## **3. STATIONERY ITEMS**

- 3.1 OPC recognises that to carry out the role of a Cllr, there may be costs involved for printing documents for meetings, i.e. printer ink and paper. Cllrs may claim reasonable costs for this, but ideally the parish office should order them from our supplier on behalf of Cllrs.
- 3.2 Any other costs incurred by Cllrs on behalf of the council should be agreed by the clerk prior to incurring the cost.

#### **4. CLAIMS**

- 4.1 All claims by Cllrs in respect of travelling, subsistence allowance and stationary costs should be made monthly and authorised in line with the council's payments procedures.

#### **5. WITHDRAWAL OF ALLOWANCES**

- 5.1 Any Cllr suspended or partially suspended will not be able to claim the travel and subsistence allowance or stationery costs whilst suspended.

#### **6. LINK TO HART DC ALLOWANCES**

- 6.1 The travel allowance shall be as set out by the Hart DC Remuneration Panel.

#### **7. REVIEW OF THIS POLICY**

- 7.1 This policy will be reviewed yearly.

#### **APPENDIX 1**

**Other approved duties** (conducted outside the Odiham and North Warnborough parish council boundary).

The carrying out of any other duty approved by the parish council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the parish council or of any of its committees or sub-committees as set out below:

- (a) Attendance at approved conferences;
- (b) Attendance at approved seminars and training courses;
- (c) Attendance at briefing meetings;
- (d) Attendance at liaison meetings with Hart District Council or Hampshire County Council.