



Rogiet  
Community Council

# **EXPENSES POLICY**

**For employees and councillors**

**(Adopted 13<sup>th</sup> October 2020)**

## **1. GENERAL PRINCIPLES**

- 1.1** It is the policy of Rogiet Community Council (“the Council”) to reimburse Councillors and Employees for actual, reasonable expenses wholly, exclusively and necessarily incurred in performing their duties.
- 1.2** All expense claims by Councillors must be submitted to the Clerk in a timely manner and accompanied by receipts; expense claims by employees must be submitted to the Clerk and the Clerk’s must submit claims to the Chair in a similar manner.
- 1.3** This policy aligns the Council with the determinations in the Independent Remuneration Panel for Wales’ Annual Report dated February 2020.

## **2. AUTHORISED DUTIES**

- 2.1** Expenses claims will be considered for the following activities:
  - a) Travelling and associated travel expenses on journeys on Council business.
  - b) Travel to and from training sessions held by approved organisations.
  - c) Other activities undertaken in performing their duties.
- 2.2** Expenses claims may not be made by Councillors in respect of attending meetings of the Council and its committees.

## **3. METHOD OF TRAVEL**

- 3.1** Councillors and Employees should travel by the most cost-effective mode of transport taking into account journey time, time of day, and the nature of the journey as well as monetary cost.
- 3.2** Travel by car will be reimbursed at current HMRC approved mileage rates, as will reasonable parking costs.
- 3.3** Our environment will be considered when making allowance decisions. Public transport will be preferred where practical and cost effective; car sharing should be considered when two or more Councillors are travelling to the same event.
- 3.4** All rail travel shall be by the cheapest standard class fare available; use of the High Speed Train is however permitted.
- 3.5** Taxis shall only be used when essential.
- 3.6** Where a Councillor or Employee uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and has a valid MOT.

## **4. SUBSISTENCE**

- 4.1** A Councillor or Employee may claim for the additional costs of meals and beverages reasonably purchased when travelling on Council business.
- 4.2** Personal incidental expenses, entertainment and bar/mini-bar bills, cannot be claimed.
- 4.3** Reimbursement of subsistence costs will be given at the following rates:

- a) £28 per day Day (hourly pro rata) allowance for meals, including breakfast, where not provided in the overnight charge.
- b) £200 per night London.
- c) £95 per night Elsewhere.
- d) £30 per night Staying with friends and or family.

## **5. EMPLOYEES WORKING AT HOME**

**4.1** Employees who are required to work from home may be entitled to claim expenses to cover additional costs. Such expenses may include any of the following, subject to prior approval by the Council and in accordance with Government guidance on payment and reporting of Homeworking expenses:

- a) Purchase or use of office equipment.
- b) Purchase of office consumables
- c) Additional connection, rental or use of telephone line, mobile phone, and Internet/broadband
- d) A sum to take into account the use of space, lighting, heating and electricity due to working from home.

## **6. PROFESSIONAL SUBSCRIPTIONS**

**6.1** If agreed in advance, employees may claim back the cost of the annual subscription for professional bodies whose activities are directly relevant to the employee's duties.

## **7. PROCEDURE**

- 7.1** All expenses claims must be made, detailing the reason for the expense with receipts attached as appropriate (electronic copies are acceptable e.g. a photo).
- 7.2** Claims must be submitted to the Clerk in a timely manner, and in any case within one calendar month of the date at which the expense was incurred.
- 7.3** All receipts should be originals.
- 7.4** It is important that Councillors and Employees 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 and Councillors should keep a log showing where journeys commenced and ceased and the number of miles travelled.
- 7.5** The completed and signed form, with receipts attached, should be given to the Clerk for processing.
- 7.6** The Clerk will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and paid.
- 7.7** Expenses claimed by the Clerk should be submitted to the Chair, or in his/her absence, the Vice Chair, for countersignature, prior to any payment.

## 8. REIMBURSEMENT

- 8.1 Expense claims are normally paid by bank transfer unless there are exceptional circumstances that require another method of payment e.g. in cash.

## 9. MISCELLANEOUS EXPENSES

- 9.1 There may be other incidental expenses incurred by Councillors or Employees that are not covered by these which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

## 10. PAYMENTS TO MEMBERS OF THE COMMUNITY COUNCIL

- 10.11 Individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 10.12 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 10.13 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 10.14 The Council must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
- 10.15 The Council can make an annual payment (Senior Salary) of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
- 10.16 The Council can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:
- a) Up to £55.50 for each period not exceeding 4 hours
  - b) Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours
- 10.17 The Council must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
- 10.18 The Council can provide a payment to the chair of the Council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
- 10.19 The Council can provide a payment to the deputy chair of the Council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

**11. ABUSE OF THIS POLICY**

**11.1** Any abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by Councillors will be deemed a contravention of the Members' Code of Conduct, or a disciplinary offence in the case of an employee, and dealt with accordingly.

***Adopted by Rogiet Community Council on 13<sup>th</sup> October 2020***

Signed: .....

***Chairman: Cllr Robert Stallard***

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***Clerk: Miss Catherine Baker***