

SHIPLEY TOWN COUNCIL

SCHEME OF ALLOWANCES FOR COUNCILLORS' CIVIC, TRAVELLING AND SUBSISTENCE COSTS

Terms

In this scheme, "councillor" means an appointed or co-opted member of Shipley Town Council. The scheme shall commence with effect from 1 June 2020.

Chairman's Allowance

In each civic year, an allowance shall be made available to the councillor who is elected as the Chairman. This allowance shall be such an amount as the Council shall determine annually when adopting its budget for the forthcoming year. The Chairman's Allowance shall be claimed on production of invoices or receipts to support the requests for reimbursement. A record of payments shall be held and open to public inspection. The Town Clerk shall approve all payments.

The Town Clerk may make a cash advance to the Chairman, if the Chairman requests such and on production of a written estimate or quote for the goods or services requiring advance payment. The balance of any advance made to the Chairman, after the payment has been reimbursed, shall be re-paid to the Council or held as credit by the Chairman. The Chairman's Allowance shall be used exclusively for the provision of goods and services which facilitate the fulfilment of the office of Chairman.

Travel and Subsistence Allowance

All councillors, including the Chairman of the Council and Vice Chairman of the Council, are entitled but not mandated to claim reimbursement for the cost of certain travel and subsistence, as prescribed in Schedule 1 and Schedule 2 of this scheme. The amounts of reimbursement which may be claimed shall be agreed by Council when setting the Council's annual budget.

Schedule 1

Travelling and Subsistence allowances may be claimed for any of the following purposes if they take place outside the boundaries of the civil parish of Shipley:

- (i) Attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body

- (ii) the attendance at a meeting of any association of authorities of which the authority is a member
- (iii) the performance of any duty in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- (iv) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- (v) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees

Schedule 2

Travel

Members will only be reimbursed for taxi, private hire or private car usage where a walking, cycling or public transport option is not viable or practical.

Train fares will be reimbursed at the cost of the ticket in Standard Class only. Tickets should be obtained as early as practicable and for the lowest available price. Where special tickets or other similar arrangements provide best value, they should be used.

Bus fares will be reimbursed at the cost of the ticket. Where special tickets or other similar arrangements provide best value, they should be used.

For occasions when walking, cycling or use of public transport is not viable or practical, use of private motor vehicles will be eligible for the reimbursement of mileage expenses at the going rate set by Her Majesty's Revenue and Customs.

Where there is no other viable or practical means of travel, private hire or taxi fares may be claimed and will be reimbursed on production of a receipt. This should not ordinarily include layover.

The Council will not reimburse costs associated with air, sea or any other form of travel, within the United Kingdom or abroad, except where specifically approved by resolution. No reimbursements will be made for travel outside of the United Kingdom without specific resolution of the Council.

On request, the Council will make available reasonable facilities for the cycling of any journeys made outside the boundaries of Shipley civil parish. Such requests, which may include the provision or repair of equipment, should be made to the

Town Clerk and will be considered by the Council at the next scheduled meeting, provided due notice has been given.

Subsistence

Breakfast rate

The rate may be paid where a councillor leaves home before 6am and incurs a cost on breakfast taken away from home after the qualifying journey has started.

Late evening meal rate

The rate may be paid where the councillor finishes an engagement after 8pm and must buy a meal before the qualifying journey ends which they would usually have at home.

One meal (5-hour) rate

The rate may be paid where the councillor has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal.

Two meal (10-hour) rate

The rate may be paid where the councillor has been undertaking qualifying travel for a period of at least 10 hours and has incurred the cost of a meal or meals.

Benchmark scale rate payments must be limited to three meal rates on one day or 24-hour period. A meal is defined as a combination of food and drink and would take a normal dictionary meaning. Alcohol cannot be reimbursed.

- Breakfast rate: £5
- One meal (5 hour) rate: £5
- Two meal (10 hour) rate: £10
- Late evening meal rate: £15

A councillor can only be reimbursed for a meal once. If the cost of an evening meal or breakfast is reimbursed on an actual basis, because it is included in the cost of an overnight stay, the councillor would not also be entitled to the benchmark rate for breakfast or late evening meal.

Reimbursements for hospitality with friends or family cannot be made.

Overnight accommodation

- Outside Greater London (per night): £100
- Inside Greater London (per night): £150
- Outside the United Kingdom: by resolution of the Council
- Reimbursements for hospitality with friends or family cannot be made.