RANSKILL PARISH COUNCIL

Councillor Allowances and Expenses Policy

Document Control

Date	Details
April 2024	New policy adopted by the Parish Council
11 Sep 2024	Reviewed by Parish Council - no change

Ranskill Parish Council Councillor Allowances and Expenses Policy

Introduction

1.1. It is the policy of Ranskill Parish Council ("the Council") that Councillors should not be either financially advantaged or disadvantaged because of genuine council business expenses.
1.2. This policy will apply to all Councillors, including co-opted Members, and any non-councillor members of a committee or sub-committee of the Council.

Councillor Allowances

2.1. The Local Authorities (Members' Allowances) (England) Regulations 2003 apply to those parishes that pay members' allowances.
Ranskill Parish Council makes no provision for allowances but does make provision for reimbursement of expenses as detailed below.

Chairman's Expenses and Allowance

3.1. Section 15(5) of the Local Government Act 1972 provides for town and parish councils to pay its Chairman "for the purposes of enabling him to meet the expenses of his office such allowance as the council think reasonable".

3.2. A budget may be set aside for the Chairman each year to cover: -

- Reimbursement of travel and subsistence expenses to attend events to which the Chairman has received an official invitation through the Council office. (Mileage rates are paid according to 4.2 below).
- Telephone, stationery and printing.
- Other such expenses as the Council thinks reasonable.
- A basic allowance for attending external meetings

3.3. If the Chairman is unable to attend an event to which they have received an official invitation through the Council office, the Vice Chairman may be requested to attend as a substitute. In these instances, the Vice Chairman will be reimbursed according to 3.2(a) above. The expenses will be charged against the Chairman's budget.

If it is paid as a lump sum allowance then the Chairman's expenses will be subject to the usual tax and national insurance deductions to ensure compliance with HMRC regulations. The allowance will be paid twice per financial year, the amount being decided by the Council in the budgeting process.

Councillor Expenses

4.1. Members of Council attending training courses or other events which the Council has requested they attend as the Council's representative(s) may have their travel expenses reimbursed, provided that such expenses have been approved by the Council.

4.2. Mileage for travel outside the parish (only) will be reimbursed according to the HMRC approved rates in force at the time, currently 45p per mile for private vehicles.

4.3. The Council will reimburse Members for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business, provided that such expenses have been approved by the Council.

4.4. All expense claims must be made promptly (within 2 months of expenditure being incurred) and MUST be accompanied by receipts. VAT invoices should be obtained where relevant.

4.5. Payment of expenses claims is subject to approval by the Council.

Value Added Tax

5.1. Although Councillors are elected members of the Council they are, for VAT purposes, treated as an employee when carrying out their official duties. As a result any VAT incurred in the course of their official duties can be recovered subject to the following conditions:

- the Council accepts responsibility for the actual expenses incurred and includes them in its normal accounts
- the goods or services are ordered in the name of the Council and invoices are addressed to it
- adequate documentation is retained to support the claim for refund of the VAT.

5.2. VAT cannot be recovered where it is incurred through expenditure of a flat rate allowance provided in the form of money placed freely at the disposal of the councillor.