



Members Expenses Policy

Ilfracombe Town Council

1 Members Allowance

Ilfracombe Town Councillors are unpaid and do not receive an annual allowance.

Section 15(5) of the Local Government Act 1972 provides that the Parish and Town Councils may pay its Mayor *“for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.”* Ilfracombe Town Council provides an allowance to the Mayor of Ilfracombe as a contribution towards total expenses to defray the costs associated with the office of Mayor. The allowance is reviewed annually.

2 Expenses Policy

Members of the Town Council may be reimbursed for the expenses for attendance, travel and subsistence on Council business outside a 15 mile radius only, subject to approved budget provisions, for the following approved duties:

- Attending council meetings, including committees, working groups and meetings of any outside bodies to which they have been appointed by the Council
- Pre-approved site meetings, personnel arbitration and disciplinary proceedings
- Pre-approved conferences, seminars and other training
- Pre-approved meetings of other councils and their committees
- Pre-approved attendance at courts of law, commissions of enquiry and the proceedings of other relevant bodies

All claims are to be made promptly to the Town Clerk (within 2 months of expenditure) and where relevant must be accompanied by a receipt.

3 Scale of expenses

Car: 20p per mile

Motorcycle: 10p per mile

Non-motorised/Cycle: Nil

Please note: in order to make a legitimate claim for mileage, vehicles must have an up to date MOT, vehicle tax and insurance (business use insurance must be purchased).

Costs of travelling by public transport, at second class rate, reimbursed on production of receipts or other evidence.

4 Subsistence

Reasonable out of pocket expenses incurred during approved duties will be reimbursed on production of receipts. Expenses will not be paid where a suitable meal is provided as part of the event (e.g. at a conference or training course).

5 Other Expenses

No other expenses will be reimbursed.

6 Other expenditure

Any other expenditure can only be incurred by a specific resolution of the Council.

Policy reviewed: 14/2/22
Adopted: 09/09/19
Next review: 14/2/24