



Expenses Policy

Draft January 2024

Payment of expenses to Council members

This policy was approved by the Council at its Meeting held on 3rd October 2018

1. Travelling

Councillors, including co-opted councillors and staff, may claim travel and subsistence expenses when carrying out previously approved duties. Approved duties means doing anything approved by the Council, or anything approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.

Travelling expenses will be reimbursed at the amount of £0.45p per mile, if using a private vehicle or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.

Subsistence allowance for refreshments will only be payable where attendance at any event exceeds 4 hours and will be limited to £10.00 (maximum per event).

Claims shall only be made on the appropriate forms available from the Town Clerk.

2. Items purchased specifically at the direction of the Council

These will only be reimbursed subject to the prior agreement of the council and on production of a valid receipt.

Members must endeavour to obtain a VAT receipt in the name of the Council for all such purchases, and this must be passed to the Clerk, together with the claim for reimbursement.

Claims shall only be made on the appropriate forms available from the Town Clerk.

4. Other expenses

Reimbursement of any other expenditure will only be by prior agreement with the council.

5. Member's allowances

Market Rasen Town Council does not pay any basic members' allowance to elected councillors.

6. Mayor's allowance

The Mayor is provided with an annual allowance, to host and attend Civic Functions.

Policy will be reviewed annually.