

# KILSBY PARISH COUNCIL

## POLICY - COUNCILLORS AND CLERKS EXPENSES

MAY 2019

1. Kilsby Parish Council expect all New Councillors to attend basic New Councillor Training
2. The Cost of any Training Course attended by a Parish Councillors or Clerk will be met by the Council so long as Kilsby Parish Council has resolved that the Councillor or Clerk should attend.

3. All mileage or travel expenses will be paid by the Parish Council

Current Mileage rate based on that recommended by NALC / SLCC

A trip is measured from the time of leaving home base to returning to it. Consecutive days spent away on business without returning to home base all count as one trip.

4. The Parish Council expect a Councillor/ Clerk to try and minimise travel expense costs by sharing transport to events where possible, and limiting any public transport to Economy fares.

5. **Subsistence Rates (maximum reimbursable)**

Breakfast	£ 9-00
Lunch	£ 10-00
Tea (return after 7pm)	£ 6-00
Evening Meal (return after 8pm) - Outside London	£ 16-00
- London	£ 22-00

A claim for tea cannot be made where a claim is made for an evening meal.

6. **Overnight accommodation (bed & breakfast) (maximum reimbursable)**

London	£ 120-00
Outside London	£ 90-00

When staying in London members and officers should attempt to make use of the Ibis, Travelodge or Travel Inn chains. In the event that accommodation is not available at these hotels then alternatives may be booked and the maximum reimbursable will be the above published rate.

7. In the event of the Clerk attending Training which would benefit more than one Council whom employs that Clerk, and where more than one Council have resolved that the Clerk should attend, the expenses will be split pro-rata between Councils.