



# FELIXSTOWE

## TOWN COUNCIL

### Members' Expenses Policy

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

However, Members of the Council may be reimbursed for expenses for travel and subsistence on Council business outside the parish of Felixstowe only, subject to approved budget provisions, for the following approved duties:

attending council meetings, including committee and working group meetings (members of the relevant committee only), pre-approved site meetings, personnel arbitration and disciplinary proceedings, pre-booked conferences, seminars and other training, pre-approved meetings of other councils and their committees, meetings of those outside bodies to which the council appoints representatives; 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. Expenses will not be reimbursed for the Town Mayor who receives a separate Mayor's Allowance to defray the costs of that office.

#### Scale of allowances:

To be maintained in line with provisions made by the National Joint Council and in line with HMRC approved rates for payment without liability for tax. (For 2015/16; car 45p per mile, motorcycle 24p per mile, non-motorised cycle 20p per mile.)

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

Claims are made on the basis of travelling from/to a home or work address, as appropriate.

#### Subsistence

Reasonable out of pocket expenses incurred during approved duties will be reimbursed on production of receipts. Reimbursed tax-free, subject to HMRC limits.

#### Stationery for use on council business

Obtainable from the Town Hall.

#### Other Expenses

No other expenses will be reimbursed.

#### Other expenditure

Any other expenditure can only be incurred by specific resolution of the Council and/or in accordance with any powers delegated to the Town Clerk.

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**Policy Approved:** Council 13 January 2016

**Review Body:** Finance & General Purposes Committee recommendation to Council

**Review Period:** Before new term of office, or earlier if required

**Next Review:** February 2019