



FELIXSTOWE

TOWN COUNCIL

Members' Allowances & Expenses Policy

Members Allowance

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

Mayor's Allowance

Section 15(5) of the Local Government Act 1972 provides that 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.*" Felixstowe Town Council provides an allowance to the Mayor of Felixstowe as a contribution towards total expenses to defray the costs associated with the office of Mayor, paid subject to tax and National Insurance PAYE via the Council's payroll system. The allowance is reviewed annually and payment is made following formal resolution by the Town Council at its Annual Meeting in May.

Provisions made for the Mayor's allowance in the Local Government Act 1972 do not extend to the Deputy Mayor, who is treated the same in law as all other Town Councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially substituting for the Town Mayor in his/her absence. As such, the Mayor is advised to reimburse any legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor, out of the Mayor's Allowance, subject to such expenditure not being covered by the Expenses Policy below.

Expenses Policy

Members of the Town Council may be reimbursed for expenses for attendance, 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 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.

Additionally, the Mayor of Felixstowe may be reimbursed for the cost of tickets, travel and subsistence to attend any events to which the Mayor has received an official invitation through the Town Council offices.

If the Mayor is unable to attend an event to which they have received an official invitation through the Town Council offices, the Deputy Mayor may be requested to attend as a substitute. In these instances the Deputy Mayor will be reimbursed on the basis above.

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.

Scale of expenses:

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. (currently: 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.

Policy Approved: Council 7 September 2022

Review Body: Finance & Governance Committee recommendation to Council

Review Period: In advance of next term of office, or earlier if required

Next Review: July 2026