



LEDBURY TOWN COUNCIL

Councillor Expenses Policy

Ledbury Town Councillors are unpaid and do not currently receive an annual allowance for the work they do for the community.

Ledbury Town Council recognises that the role of Town Councillor needs to be inclusive, give equal opportunities to all and appeal to everyone. This includes those possibly on lower income, have caring responsibilities or needing assistance with travel to meetings for instance.

Ledbury Town Council will make reimbursement for some expenses of the Chairman and Councillors when incurred whilst performing the duties required by the Council.

1. Chairman's Allowance

The Chairman's Allowance is an expense outside of the Councillors Expenses Policy. The Chairman's Allowance is to assist with the costs associated with the office of Chairman and Mayor of Ledbury Town Council.

2. Councillor Expenses

Ledbury Town Councillors are unpaid and do not receive an annual allowance. Therefore, Councillors, including the Chairman/Mayor may, be reimbursed for expenses for travel and subsistence on council business outside the Ledbury Town Council area. Town Councillors can be reimbursed for out of pocket expenses, including:

- a. Travelling and associated expenses on journeys on council business to include mileage at Inland Revenue non-profit making rate (currently 46p/mile).
- b. For the purpose of making mileage claims, Councillors are permitted to claim for "allowable journeys" only, made with the mandate and prior approval of the Council, or in urgent matters, by agreement with the Town Clerk.
- c. Train travel will be reimbursed at second class rates.
- d. All claims for expenses are to be made promptly to the Town Clerk (within 2 months of expenditure) and where relevant **MUST** be accompanied by a receipt.

3. Reimbursement for Sundries

- a. Councillors may claim for tickets for events that they have attended on behalf of the Town Council.
- b. Printer ink may be claimed for: up to two cartridges/toners or sets of cartridges can be claimed each financial year.
- c. The Chairman and Councillors can collect up to 3 reams of A4 printer paper from the Council Offices each financial year.

4. Claiming Expenses

- a. Expenses will be reimbursed on completion of the expenses claim form, supported by receipts where applicable.
- b. VAT receipts are required for any claim for expenses to be considered, these should be attached to the claim form on submission to the Town Clerk.
- c. Only with prior approval can Councillors claim expenses when attending a meeting of Ledbury Town Council i.e. for payment to baby-sitters, on-going specialist travel arrangements, etc. The prior approval will be assessed quarterly and agreed by the Finance, Policy & General Purposes Committee and reported to Council to comply with openness and transparency rules.
- d. All expenses payments will be paid by BACS only into the named Councillor's account.

COUNCILLOR EXPENSES CLAIM FORM

Payments to Town Councillors for reimbursements or expenses are to be paid in line with the Councillor Expenses Policy.

Payment Details	
Town Councillor Name	
Ward	
Bank Account details:	
Sort Code	
Account Number	

Date	Description	Amount Claimed £
Total Claim:		

I confirm that the information I have given above is correct and should any matter come to light where these funds are claimed fraudulently that I will pay back all monies to Ledbury Town Council.

Councillor Claimant signature:

Councillor name in capitals:

Date:

Authorised by: Date:

Date BACS payment made: