

Weston-in-Gordano

Expenses - Travelling and Subsistence Policy for Councillors & employees

1. Introduction

This Policy for Members' Travelling and Subsistence Allowances (referred to in this document as "the Policy") is made under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and its subsequent amendments. Reference should also be made to NALC Legal Topic Note LTN33.

The Policy is approved by the full Council and may only be amended by resolution of the full Council.

The Policy contains general clauses describing the overall arrangements for travelling and subsistence allowances, together with Appendix 1 showing the actual entitlements as agreed by the Council annually or when appropriate.

In accordance with the provisions of the above Regulations, the Policy, including the Appendices, is made by Weston-in-Gordano Parish Council having first considered recommendations from the Remuneration Panel for North Somerset Council.

2. Interpretation

The term "councillor" in this Policy means an elected or co-opted councillor of Weston-in-Gordano Parish Council.

Use of the term "the Regulations" within this Policy is a reference to the Local Authorities (Members' Allowances) (England) Regulations 2003 and its subsequent amendments.

Where there is an issue over the interpretation of the Policy, the view of the Clerk, as Responsible Financial Officer, shall be final.

3. Payment of Allowances

Weston-in-Gordano Parish Council does not pay attendance or basic allowances to councillors. Expenses incurred for items agreed by the Council will be reimbursed at cost on production of a valid receipt or invoice.

The responsibility for the accuracy, integrity and correctness of the claim rests with the claimant. Where, in the opinion of the Clerk, a claim cannot for any reason be met within the rules of this Policy, the claim will not be paid and the claimant will be informed in writing of the reason.

Travel and subsistence allowances are to be claimed promptly and must not be allowed to accumulate before claim. Councillors are required to submit claims monthly, in line with the normal accountancy deadlines notified by the Clerk.

Backdated claims for a period longer than two months may be accepted at the discretion of the Clerk.

Claims made after 31 March in respect of expenditure incurred within the financial year ending on that date shall be accepted only up to the deadline announced by the Clerk, which will normally be 30 April. The Clerk shall have discretion to deal with exceptional circumstances.

It is the responsibility of the councillor to notify the Council of any material change in the information held by the Council and relevant to the processing of claims (for example, change of address or vehicle details).

4. Travel and Subsistence Allowances

Expenditure incurred by employees in accordance with the Parish Council's Financial Regulations, or on other items agreed by the Council, will be reimbursed at cost on production of a valid receipt or invoice and authorised via the Parish Council's Expenses Form.

Travel expenses will be paid as standard class rail fares or mileage allowance relief as set out in Appendix 1.

Parking costs will be reimbursed on production of a valid parking receipt for the date being claimed.

The current Travel and Subsistence Rules and Allowances are set out in Appendix 1 of this Policy.

For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only. A list and definition of "allowable journeys" and relevant approved duties is shown in Appendix 2.

5. Reimbursement of Discretionary Expenses

Expenses must be incurred wholly and exclusively for Parish Council purposes and must demonstrate a clear benefit to the community.

Certain discretionary expenses, such as refreshments for Council events, public meetings, or volunteer activities, may be reimbursed where they have:

Prior approval recorded in Council minutes; or

A clear justification in line with Parish Council policy.

Any Parish Council payment card must not be used for discretionary expenses unless explicitly authorised by the Council in advance. In all other cases, expenses must be paid personally and reclaimed via the standard Expenses Form process, supported by valid receipts.

Claims should be submitted promptly and are subject to the same approval, review, and audit procedures as other expense claims.

Version number	Purpose/change	Author	Date
0.1	Initial draft	LS	Jan 2026
0.2	Approved	LS	Jan 2026
0.3			

Appendix 1 – Travel and Subsistence Rules and Allowances

Car User Allowance for all employees

All Fuel types and Engine Sizes

Mileage rates: -up to 10,000 miles	45.0p
-over 10,000	25.0p

Bicycle allowance	2p per mile
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Subsistence

Subsistence cannot be claimed for visits to Weston-in-Gordano Parish Council premises during normal working hours.

Councillors necessarily incurring additional expense in the course of their duties in respect of meals or overnight accommodation may claim reimbursement of approved expenses up to the limits shown below. These are maximum limits; where less is spent, only the actual amount incurred may be claimed.

All claims must be supported by valid receipts. Claims for meals cannot be made where meals are provided as part of a training course, seminar, site visit, or similar event.

- Breakfast (overnight stay or leaving home before 7.00am): up to £6.72
- Lunch (between 12.00pm and 2.00pm): up to £9.24
- Tea (must include the period between 3.00pm and 6.00pm): up to £3.64
- Evening meal (returning or working beyond 7.00pm): up to £11.44
- Overnight accommodation: up to £106.40

Any claims exceeding the above limits will be capped. In exceptional circumstances, subject to prior approval by the Council, additional expenses may be authorised. These subsistence payments apply only to duties undertaken outside of North Somerset. Subsistence cannot be claimed for duties undertaken within North Somerset.

Appendix 2 – “Approved Duties” and “Allowable Journeys” for claim purposes

Part A - The following is a list of approved duties within the terms of the Regulations and approved by the Council for which travel and subsistence claims may be made.

Attendance at:

- Meetings attended in an observer capacity pursuant to a legitimate role as a councillor
- Meetings attended in order to exercise a statutory or constitutional power, right, or duty
- Meetings of any body to which the Parish Council has made appointments or nominations (or any committee or subcommittee of such a body), where attending as the appointed or nominated representative
- Training or personal development events authorised under the Council's agreed training arrangements.
- Events or meetings where the councillor is formally representing Weston-in-Gordano Parish Council

Part B – An “allowable journey” shall comprise the following:

An “allowable journey” comprises travel from the councillor’s home address (as notified to the Council) to the location of any meeting or event listed in Part A, where it is outside the Parish of Weston-in-Gordano, and the return journey.