

Wokingham Without Parish Council



Chairman and Members' Expense Policy

Councillor's Allowances

The Local Authorities (Members' Allowances) (England) Regulations 2003 apply to those parish that pay members' allowances. Wokingham Without Parish Council makes no provision for allowances but does make provision for reimbursement of expenses as detailed below.

Chairman's Expenses

A budget of £150 is set aside each year to defray the expenses of the office of Chairman. Reimbursement is permitted to cover the cost of stationary, postage and printing and hospitality and gifts.

Members' Expenses

Members attending training courses or other events which the council has requested they attend as the council's representative will have their travel expenses reimbursed.

All rail travel is to be by Standard Class and tickets are to be booked in advance of the date of travel, when it is possible to do so, to ensure that the lowest possible cost is paid. For attendance at meetings where the date is set well in advance, the purchase of an 'Advance Fare' ticket is expected.

Taxis are only be used when absolutely essential (e.g. urgency, awkward hours, or for health reasons).

Travel by privately owned vehicle (own car), will be reimbursed at the current HMRC approved rate, currently 45p per mile.

Reasonable parking costs will be reimbursed.

General

A supporting receipt for any expense claimed must accompany a claim for expenses. Non-receipted expenditure (excluding mileage claims) will not be reimbursed.