

**STAPELEY & DISTRICT PARISH COUNCIL MEMBERS EXPENSES SCHEME  
ADOPTED 22 NOVEMBER 2012**

1 Name and Duration

This scheme may be cited as the Stapeley & District Parish Council Members Expenses Scheme.

This scheme shall be a quadrennial scheme and came into effect on 22 November 2012.

2 Expenses

2.1 The approved duties and activities in respect of which travel and other expenses will be payable are:

- i A Parish Council Meeting (where a Member lives outside the parish).
- ii A meeting of a Committee, Sub-Committee or Sub-Group of the Parish Council (where a Member lives outside the parish).
- iii A meeting of any other body to which the Parish Council makes appointments or nominations.
- iv A meeting of a Committee or Sub-Committee of any other body to which the Parish Council makes appointments or nominations.
- v A meeting which has been authorised by the Parish Council, a Committee or Sub-Committee of the Parish Council or a Joint Committee of the Parish Council and one or more other Councils, or to which two or more Councillors have been invited.
- vi A meeting of the National Association of Town and Parish Councils or the Cheshire Association of Local Councils.
- vii Panels and Working Parties.
- viii The performance of any duty in pursuance of any Standing Order.
- ix Attendance at training events and information seminars either organised by the Parish Council or where attendance has been authorised; and
- x Any other duty approved by the Parish Council for the purposes of, or in connection with, the discharge of the functions of the Council, or of any of its Committees or Sub-Committees.

2.2 The approval for Members to carry out additional duties falling within 2.1 (x) above will in general be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, in consultation with the Chairman, shall have the authority to approve additional duties falling within 2.1 (x) above.

2.3 A Parish Councillor may be reimbursed for travel and other expenses incurred in connection with, or relating to the duties specified in 2.1 above which shall be regarded as "approved duties".

2.4 Notwithstanding 2.3 above, the following shall be excluded from the scheme in relation to travel and other expenses:

- i Attendance at social events unless this is attendance at such functions as the Parish Council deems it proper for him/her to attend as a representative of the Parish Council.
- ii Attendance at a meeting of an outside body for which travel and other expenses are paid for by that body.

- 2.5 The rates of the allowances in respect of travel shall be as follows:
- All vehicles      HM Revenue and Customs tax-neutral rate  
(45P per mile [as at September 2012] )
- 2.6 Taxis should be used, and payment will be made, only where travel by other forms of public transport, or car-sharing /car is not possible.
- 2.7 Standard class fares only will be reimbursed.
- 2.8 Related travel expenses, including car parking and road tolls will be reimburses.
- 2.9 Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary, with the exception of mileage incurred by parish councillors who are responsible for moving the trailer-mounted vehicle-speed display unit to various locations within the parish.
- 2.10 Members are expected to exercise economy and efficiency to minimise claims.

3. Stationery Expenses:

Councillors shall be entitled to claim the following expenses incurred as a necessary part of their duties as a parish councillor.

- 3.1 Expense claims for stationery, as listed below, shall be paid and shall be limited to £200 per annum for each Parish Councillor. Members will be expected to provide documentary evidence that payment has been spent on Council-related costs.

- Reimbursement for the cost of ink cartridges
- Reimbursement for the cost of paper used to produce Parish Council agendas and reports and other papers associated with Parish Council duties
- Printing costs associated with the printing of electronically-provided information by organisations other than the Parish Council (for example, Cheshire East Council, Cheshire Association of Local Councils) in connection with the Parish Council's functions or any of its Committees or Sub-Committees.

3.2 Goods Purchased at the direction of the Parish Council

Members shall endeavour to provide a VAT receipt in the name of the Parish Council, for processing by the Clerk

4 Claims and Payments

- 4.1 A claim for travel or other expenses under this scheme shall be made on the claim form designed for the purpose, a copy of which can be obtained from the Clerk (copy appended, but can also be e-mailed as a Word document).
- 4.2 A claim for travel or other reimbursement of expenses shall include details of the duty/activity in respect of which the claim has arisen and a travel claim shall specify the total number of miles travelled.
- 4.3 A claim for the reimbursement of expenses shall be supported by a receipt.

5 Publicity

- 5.1 The Expenses Scheme will be publicised on the notice-boards in the parish for 14 days after its adoption and will be published, and maintained, on the Parish Council's website.
- 5.2 A list of expenses paid to each Member will be publicised at the end of each financial year.