

# Grendon Parish Council

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## Members Allowance Policy

Payment of expenses to Council members;

### **1. Travelling and subsistence**

Councillors, including co-opted councillors, may claim travel and subsistence expenses when carrying out previously approved duties. (Approved duties generally means the doing of anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.)

Claims shall be made on the appropriate forms available from the Clerk.

In an emergency, such expenses incurred may be approved after the event.

### **2. Stationery and stamps**

Members may obtain these from the Clerk.

### **3. Items purchased specifically at the direction of the Council**

These shall be reimbursed. Claims shall be made by submitting original receipt to the Clerk. Members shall endeavour to obtain a VAT receipt in the name of the Council and to pass this to the Clerk.

### **4. Other expenses**

All other expenses (such as telephone calls, inkjet cartridges etc.) may only be reimbursed via a Parish Basic Allowance, the level of which shall be set by Council at the Annual Council meeting, in accordance with current legislation.

Members will be expected to provide documentary evidence that the allowance has been spent on Council-related costs, on a quarterly basis.

### **5. Forgo of allowance**

Any elected Member of the Parish Council may forgo all or part of his/her allowance entitlements. This must be effected by notice in writing to the Clerk.

Co-opted councillors may not receive an allowance.

**Explanatory notes:**

The allowance counts as income, and therefore, members claiming it will be entered into the Council's PAYE scheme and tax may be deducted.

No items other than those specifically noted above will be reimbursed.

**6. Other information**

All policies are published on the council's website  
<https://www.grendon-pc.org.uk/council-policies.html>

Signed..... Date.....

Chairman

Grendon Parish Council

Adopted 9.12.13

Reviewed 19.5.14

Reviewed 14.9.15

Reviewed 12.12.16

Reviewed 11.12.17

Reviewed 10.12.18

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