



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

SHAVINGTON-CUM-GRESTY PARISH COUNCIL COUNCILLOR ALLOWANCES & EXPENSES POLICY

Approved 28.03.2024



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INTRODUCTION

1.1. It is the policy of Shavington-cum-Gresty Parish Council (“the Council”) that Councillors should not be either financially advantaged or disadvantaged because of genuine council business expenses.

1.2. This policy will apply to all Councillors, including co-opted Members, of the Council.

COUNCILLOR ALLOWANCES

2.1. The Local Authorities (Members’ Allowances) (England) Regulations 2003 apply to those parishes that pay members’ allowances. Shavington-cum-Gresty Parish Council makes no provision for allowances, but does make provision for reimbursement of expenses as detailed below.

MEMBERS’ AND CO-OPTED MEMBERS EXPENSES

3.1 Members and co-opted members attending training courses or other events which the Council has requested they attend as the Council’s representative(s) will have their travel expenses reimbursed subject to prior authorisation by the Clerk. Mileage will be reimbursed according to the HMRC approved rates, and counted only from Shavington-cum-Gresty.

3.2 The Council will reimburse Members for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business, provided that such expenses have been approved in advance by the Council or by the Clerk

3.3. All expense claims must be made promptly (within 2 months of expenditure being incurred) using the Expenses Claim form and must be accompanied by receipts. VAT invoices should be obtained where relevant.

3.4. In exceptional circumstances, where there is a compelling business reason, Councillors may be reimbursed for purchases made on behalf of the Council. Orders should be placed in the name of the Council and a VAT invoice obtained

3.5 Payment of expenses claims is subject to approval by the Council.