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

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

Approved 28.03.2024
Reviewed 02.09.2026

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 Councillors allowances, except for the Chair, but does make provision for reimbursement of expenses as detailed below.

2.2 Chairman's allowance is determined through the annual budget setting process and may vary year to year. The Local Government Act 1972 does not stipulate the type or category of expenditure for which Chairmen may use the allowance, however, it is commonly described as recompense for the expenses of maintaining dignity of office. Examples may include:

- Tickets for events
- Hospitality
- Providing support to civic/ community events
- Donations to charity
- Gift for long service

2.3 Chairman's allowance is only payable to Chairmen who are elected Members. Co-opted Members do not qualify for this allowance.

2.4 The Chairman's allowance will be paid directly to the Chairman when receipts are provided. Where it is not possible to provide a receipt, signed written details must be provided to substantiate expenditure. All claims must be made promptly to the Clerk (within two months).

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.

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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.