

# Wenvoe Community Council

## Expenses Policy and Claim Form

### TRAVEL EXPENSES

The rates specified, cannot be amended although individual members may opt out of receiving payments (by advising their proper officer in writing of their wishes).

Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: • 55p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.

### PAYMENT FOR CONSUMABLES

IRP Report - Community and town councils are authorised to make available a payment to each of their members of £156 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

It was approved during the 21 March 2024 meeting that this payment for FY 2023/24 would be made to each Councillor. Any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

### CARER COSTS

IRP Report - All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.

Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer and completion of the official expenses form (Appx A).

There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council notice boards and/or websites (with easy access) and provided to the IRP by email or by post no later than 30 September following the end of the year to which the payments relate.

