

BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



Councillor Expenses Policy

Date of review: 26th July 2022

Next review date: July 2025

Bingley Town Council will make reimbursement for some of the expenses of the Chair and Councillors when incurred in performing the duties required by the Council.

1. Chair's Allowance

The Chair's allowance is an expense outside of the scheme of Councillor Allowances. The Chair's allowance is to assist with the costs associated with the office. In 2022-23 the Chair's Allowance was set as £100.00

2. Councillor's Expenses

Town councillors are unpaid and do not receive an annual allowance.

Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on council business outside the Bingley parish area:

- a) Travelling and associated expenses on journeys on council business to include mileage at Inland Revenue non-profit making rate (currently 45p per mile). Train travel should be at second class rates.
- b) For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the council.
- c) All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Re-imbusement for sundries: -

Councillors may claim for tickets for events that they have attended on behalf of the Town Council. Additionally, printer ink may also be claimed for. Up to two cartridges/toners, or sets of cartridges can be claimed for each financial year.

NOTE – The Chair & councillors can collect up to 3 reams of A4 printer paper from the council office each financial year.

Claiming Expenses

These expenses will be reimbursed on completion of the expenses claim form, supported by receipts. VAT receipts are required for any claim for expenses to be considered, these should be attached to the appropriate claim form on submission to the Town Clerk.

Councillors do not receive expenses for attendance at any meeting of Bingley Town Council.