

Appendix to the Constitution Two - Members' Travel and Subsistence Policy

Travel and subsistence expenses are payable to members for all Council approved duties.

Where members are travelling outside the District, consideration should be given to using public transport or car sharing. Where a member is a member of more than one authority then only one claim may be made per meeting. Claims for subsistence should be supported by receipts where possible. All references to members in this section, except PC consumables, include co-opted members.

Members will submit claims within 3 months of the claim arising. All claims for a particular financial year are to be submitted within one month of 31 March.

Mileage

Mileage will be paid at the following rates:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycle	20p	20p

Subsistence

Subsistence will be paid on the following basis where the member is on Council duty for four hours or more:

	<i>Hours of claim</i>	<i>Maximum claim</i>
Breakfast	Before 11am	£5.61
Lunch	12-2pm	£7.73
Tea	3-6pm	£3.04
Evening Meal	After 7pm	£9.37
Overnight allowance	N/A	£79.82
Overnight allowance (LGA)	N/A	£91.04

Tables last updated April 2026

Approved Duties

APPENDIX 2 – MEMBERS' TRAVEL & SUBSISTENCE POLICY

The following are approved duties for which members may claim travel and subsistence expenses:

- (1) Any meeting of the Council;
- (2) Any meeting of Cabinet, a committee, joint committee, sub-committee, advisory group or site visits group to which the member has been appointed;
- (3) Any pre-agenda meeting, briefing, forum or site visit to which the member has been asked to attend by an officer;
- (4) Any meeting or event of an outside body to which the member has been appointed as the Council's representative unless the body provides its own travel and subsistence payments;
- (5) Any activity which the member has been asked to attend in connection with member development;
- (6) Any conference or seminar approved by the Council;
- (7) Any meeting which the member has been requested to attend by the Senior Management Team.
- (8) Any evidence gathering activity within a reasonable distance connected with a review being undertaken by a scrutiny committee;
- (9) Any hearing or tribunal which the member has been asked to attend to give evidence;
- (10) In the case of the Chairman or Vice Chairman of the Council, any duties connected with their role as the Council's civic ambassador and up to one day per week in connection with the signing of legal documents;
- (11) In the case of the Leader and Deputy Leader, up to five days per week in connection with Council business;
- (12) In the case of other Cabinet portfolio holders, up to three days per week in connection with Council business;
- (13) In the case of chairs or vice chairs of scrutiny committees, one day per week in connection with the work of their committee;
- (14) In the case of the leaders of opposition groups, one day per week in connection with Council business;
- (15) In the case of the Chairman of Standards Committee, one day per week in connection with the work of their Committee.

The following are not approved duties and claims may not be made for them:

- (1) Any meetings or site visits with individuals, officers or groups of electors to discuss issues in connection with a member's ward;

APPENDIX 2 – MEMBERS' TRAVEL & SUBSISTENCE POLICY

- (2) Any duty undertaken for party political purposes;
- (3) Any duty in connection with being a school governor;
- (4) Any meeting or event organised by other organisations including town and parish councils.