



**Minehead Town Council**  
**Mayor, Members and Employees Expenses Policy**  
**Adopted:**

## POLICY UPDATE TIMELINE

Policy Number	Version	Owner	Date Published	Review Due	Review Team
TBC	V1		TBC	TBC	

Distribution:

Internal: All MTC Staff

External: Councillors

Approved: [date]

## Introduction

This policy outlines the provisions for reimbursement of expenses incurred by the Mayor, Council Members, Co-opted Members and Employees while performing official duties on behalf of Minehead Town Council.

## Councillor's Allowances

The Local Authorities (Members Allowances) (England) Regulation 2003 apply to those parishes that pay member's allowances.

Minehead Town Council makes no provision for allowances but does make provision for reimbursement of expenses as detailed in this policy.

## Mayor's Allowance

A budget is set aside for the Mayor each year to cover:

(a) Expenses incurred through travel (at the HMRC approved rate, currently 45p per mile tax-free for 2025/26) and subsistence expenses to attend events to which the Mayor has received an official invitation through the Town Council office.

(b) Other expenses incurred in keeping with providing a Mayoral duty.

(c) Any other reasonable expenditure the Mayor may incur for the benefit of the community, such as hosting community engagement events, supporting local initiatives, or representing the town at functions that promote community wellbeing and civic pride.

If the Mayor is unable to attend an event to which they have received an official invitation through the Town Council office, the Deputy Mayor may be requested to attend as a substitute. In these instances, the Deputy Mayor will be reimbursed according to (a), (b), and (c) above. The expenses will be charged against the Mayor's budget.

In the interests of transparency, the Mayor is required to present all receipts for expenses for each claim within two weeks after the attended event using the MTC proforma attached to this document. Claims submitted outside of this timeframe may be declined.

## Members' and Co-opted Members' Expenses

It is the policy of Minehead Town Council to reimburse Council Members for expenses incurred in performing their duties, such as travelling on Council business and attending training or meetings on behalf of the Council, provided the expenditure has been authorised in advance by the Clerk, receipted, and certified in accordance with this policy.

All expense claims must be submitted using the MTC proforma attached to this document and accompanied by receipts.

Expenses claims will be considered for the following activities:

- Travelling and associated travel expenses on journeys on Council business
- Travel to and from training sessions held by NALC or other approved organisations
- Any other qualifying activity undertaken in performing their duties as Council representatives

## **Employee Expenses**

Employees of Minehead Town Council are eligible for reimbursement of expenses incurred while performing their duties in the following circumstances:

- Attendance at training courses, seminars, or conferences approved by the Town Clerk or relevant committee
- Travel between multiple work or meeting locations as required by their duties (excluding normal commuting between home and regular workplace)
- Purchases of necessary materials or equipment for Council business with prior approval
- Other reasonable expenses incurred in the performance of their duties with prior authorisation

For reimbursement procedures:

- Business-related items with a value of up to £10 per item may be reimbursed without prior approval and without using the MTC proforma if there is a justifiable business need. Standard receipts must still be provided.
- For all other expenses, employees must obtain prior approval from the Town Clerk before incurring the expense and must submit claims using the MTC proforma attached to this document.

In the instance of the Town Clerk:

- Business-related items up to £10 per item with justifiable business need may be reimbursed without prior approval and without using the MTC proforma. Standard receipts must still be provided.
- For all other expenses, the Town Clerk must obtain prior approval from the staffing subcommittee and must submit claims using the MTC proforma attached to this document.

## **Travel Expenses**

Council Members, Co-opted Members and Employees should travel by the most cost-effective mode of transport, taking into consideration journey time and the

nature of the journey as well as monetary cost. Reasonable parking expenses will be paid.

Public transport is preferred where practical and cost-effective. All rail travel shall be by the cheapest standard class fare available. Taxis shall only be used when essential.

## **Use of Personal Vehicles**

Where a Council Member, Co-opted Member, or Employee uses their own vehicle, they must ensure that:

- The vehicle is in good working order
- The vehicle is fully insured for business use
- The vehicle has valid road tax
- The vehicle has a valid MOT certificate where required
- They hold a valid driving license appropriate for the vehicle being driven

It is the individual's responsibility to verify with their insurance provider that they are covered for business travel. The Council accepts no liability for any damage to vehicles or injury to individuals resulting from using personal vehicles on Council business.

## **Overnight Accommodation**

It is not usually expected that Council Members, Co-opted Members, or Employees will need to stay overnight as part of Council business. However, where overnight accommodation is necessary, the following guidelines apply:

- Accommodation should be equivalent to three-star standard or less

### **Maximum reimbursement rates:**

- £120 per night in major cities
- £100 per night elsewhere

**Important:** This policy applies exclusively to authorised Council representatives (Members, Co-opted Members and Employees) on official Council business. Under no circumstances will the Council reimburse expenses for family members, friends, or any accompanying persons. All such additional costs must be borne personally by the Council representative.

Council representatives must make their own booking arrangements. All accommodation expenses will be reimbursed only upon submission of valid receipts and are subject to the maximum amounts stated above. Any costs exceeding these limits will be the personal responsibility of the individual and no exceptions will be granted.

It is the individual's responsibility to cancel any hotel reservations within the required cancellation period if no longer needed. Any charges incurred due to failure to cancel will not be reimbursed by the Council.

## Meal Allowances

When required to be away from home on Council business, the following meal allowances may be claimed:

- Breakfast: up to £10 (if not included in hotel room rate)
- Lunch: up to £15
- Dinner: up to £25
- Daily incidental costs: £5 per night (for items such as Wi-Fi)

These maximum amounts are inclusive of drinks. Please note that alcohol cannot be reclaimed under any circumstances.

**Note:** Meal allowances apply only to the authorised Council representative. Expenses for meals consumed by family members, friends, or any non-Council personnel will not be reimbursed.

## Reimbursement Process

- No advance payments will be made for any expenses
- All claims must be supported by original receipts/invoices (except for the daily incidental allowance)
- Claims exceeding the stated allowances will only be reimbursed up to the maximum amount permitted
- Under no circumstances will exceptions or dispensations be granted

## Procedure for Making Claims

All expenses claims must be made using the MTC proforma attached to this document with receipts attached as appropriate. All receipts should be originals or scanned copies. All claims are to be sent to the Town Clerk or the RFO for scrutiny and approval for payment.

If receipts are not available, this element of the claim may be disallowed.

It is important that Council Members, Co-opted Members and Employees keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC.

In respect of car travel, individuals should keep a log showing where journeys commenced and ceased, and the number of miles travelled. This information must be recorded on the MTC proforma attached to this document.

Expense claims will be paid in the following month after the event, if the claim has been approved.

All expenses likely to be incurred by Council Members, Co-opted Members, or Employees such as accommodation, meal allowances, or any other type of expense must be discussed and agreed by the Town Clerk PRIOR to attending the event. Agreed expenditure limits will be recorded in writing prior to attending the event. Minehead Town Council reserves the right to arrange accommodation, subsistence and travel arrangements for Council representatives as they see fit.

Any claim amount more than the agreed expenditure limit will not be reimbursed above the agreed limit.

## **Abuse of this Policy**

Any abuse or allegations of abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by Council Members, Co-opted Members, or Employees may result in:

- For Council Members and Co-opted Members: Referral to the Standards Process as a contravention of the Members Code of Conduct
- For Employees: Disciplinary action in accordance with the Council's Disciplinary Policy

"Falsification" includes the failure to pass on any discount obtained while incurring an expense.



# MINEHEAD TOWN COUNCIL EXPENSES CLAIM FORM

## CLAIMANT DETAILS

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## CLAIM DETAILS

Period of Claim: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Business/Meeting:

\_\_\_\_\_

Location(s):

\_\_\_\_\_

## **ACCOMMODATION EXPENSES**

Maximum £120 per night in major cities, £100 elsewhere. Three-star standard or less only.

Date	Location	Hotel Name	Amount (£)	Receipt Attached (Y/N)

Total Accommodation: £\_\_\_\_\_

## **MEAL EXPENSES**

Maximum allowances: Breakfast £10, Lunch £15, Dinner £25. Alcohol not reimbursable.

Date	Meal Type (B/L/D)	Location	Amount (£)	Receipt Attached (Y/N)

Total Meals: £\_\_\_\_\_

## **TRAVEL EXPENSES**

### **Public Transport**

Date	From	To	Transport Type	Amount (£)	Receipt Attached (Y/N)

Total Public Transport: £ \_\_\_\_\_

### Private Vehicle

*Current mileage rate: 45p per mile for first 10,000 miles, 25p thereafter*

Date	Journey Details (From/To)	Purpose	Miles	Amount (£)	Receipt Attached (Y/N)

Vehicle Registration: \_\_\_\_\_

Total Mileage Claim: £ \_\_\_\_\_

### Parking

Date	Location	Amount (£)	Receipt Attached (Y/N)

Total Parking: £ \_\_\_\_\_

## OTHER EXPENSES

*Including daily incidental costs allowance of £5 per night*

Date	Description	Amount (£)	Receipt Attached (Y/N)

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Total Other Expenses: £ \_\_\_\_\_

## CLAIM SUMMARY

Total Accommodation: £ \_\_\_\_\_

Total Meals: £ \_\_\_\_\_

Total Travel: £ \_\_\_\_\_

Total Other Expenses: £ \_\_\_\_\_

**TOTAL AMOUNT CLAIMED: £ \_\_\_\_\_**

## DECLARATION

I declare that:

- The expenses claimed were actually and necessarily incurred by me while engaged on Council business
- I have attached all required receipts/invoices to support my claim
- No expenses have been claimed for family members, friends or other accompanying persons
- No alcohol has been included in any meal expenses claimed
- I have not claimed for these expenses from any other source
- The information provided is correct and complete

Claimant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORISATION (to be completed by authorised signatory)

Approved By: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Code: \_\_\_\_\_

## FOR FINANCE USE ONLY

Checked By: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Method:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_

**Payment Reference:** \_\_\_\_\_

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*Please return completed form with all receipts attached to RFO within 30 days of incurring expenses*