



Heacham Parish Council Allowances Scheme

Chairman's Allowance

The Allowance for the year is set by Full Council (Currently at £300). This allowance is subject to the submission of receipts or a claim form. The Chairman may, in addition, authorise the Clerk to spend funds set aside for the Allowance on his/her behalf. At the end of each financial year any unspent monies will be returned to the Parish Council purse.

Members Attendance Allowance

Heacham Parish Council has agreed to not pay an attendance allowance to Parish councillors.

Claims for Travel and Subsistence

These allowances are payable when a Parish Councillor attends an event on behalf of the Parish Council and with the permission of the Council. In order to receive the allowance, Members of the Parish Council are required to submit receipts under the cover of the approved claim form for authorisation by the Council. No payments are made for attendance at events within the Parish Boundary. Mileage is calculated using The AA route finder.

Travel (as per Inland Revenue figures)

Councillors: Private vehicles as per the Inland Revenue figure per mile

Staff: Private vehicles as per the Inland Revenue figure per mile over and above the regular mileage to and from work premises.

The Clerk shall maintain a record of a copy of the driving licence of any member of staff using their private vehicle on council business. In addition, a copy of the vehicle's insurance should be held, confirming insurance for business use.

Plus for every passenger (max 4) an extra amount as per the Inland Revenue figure per mile for whom a travel allowance would be payable

Public transport: actual cost not exceeding second class fare

Carers Allowances to cover child care and medical care may also be payable at the Borough Council rate – the requirement for these must be declared at the time.

Subsistence for absence exceeding 4 hours from normal place of residence:

Meals to be paid according to HMRC's scale rate expenses.

Where a meal is provided as part of the conference etc this will be paid for in full rather than the appropriate subsistence. Where a meal is paid for in full, no subsistence will be paid.

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Cllr C Moore

Acting Chairman

Approved at Meeting date: 16 August 2022

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Mrs Sue Eke

RFO/Clerk

Minute Reference No: 22/065

Review Date: August 2025