



## OTTERY ST MARY TOWN COUNCIL

### MEMBERS and EMPLOYEES SUBSISTENCE/MILEAGE POLICY

If you use your private vehicle to carry out your approved duties then you are required to:

- hold a full, current driving licence
- ensure that your vehicle is regularly maintained and
- ensure that your vehicle has a current MOT certificate.

It is the responsibility of Members/Employees to ensure that their motor insurance policy provides cover whilst their private car is being driven in the course of their approved duties. This applies whether or not the member/employee is in receipt of an allowance for that particular journey. Members/employees should advise their own Insurers/Broker that their vehicle may be used in order to conduct their approved duties. Insurers may charge an additional premium for such use.

Mileage will not be paid to a Member for approved duties undertaken within the Parish of Ottery St Mary

#### 1. Subsistence/Mileage Rates:

<p><b>Motor Mileage Rates<sup>#</sup></b> All cars and vans</p> <p>Motorbikes Cycles</p> <p><b>Subsistence Rates*</b> <b>Allowance Period</b></p> <p>Breakfast (before 11am) Lunch (between 12 noon and 2pm) Tea (between 3pm and 6pm) Evening Meal (after 7pm)</p> <p><b>Public Transport</b> Reimbursement of public transport fares (2<sup>nd</sup> class or economy class only)</p>	<p>45p per mile (first 10,000 miles) 25p per mile (over 10,000 miles)</p> <p>24p per mile 20p per mile</p> <p><b>Maximum Payable</b></p> <p>£5.00 £7.50 £3.50 £15.00</p>
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# HMRC Approved Mileage Allowance Payments

\*The subsistence rates quoted, are for periods of four (4) hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

Any other subsistence expense not mentioned above will need to be approved in advance by the Town Clerk or Mayor or Full Council (dependent on the amount of the proposed expenditure) and no expenditure must be incurred by the Member/Employee unless approval has been granted in advance in the first instance

## 2. Approved Duties

### Members

- Attending conferences eg National Association of Local Councils (NALC), Devon Association of Local Councils (DALC).
- Attending training courses.
- Attending meetings at East Devon District Council and Devon County Council.
- Representing the Council at other events/meetings outside the parish boundary as approved by the Town Council from time to time.

### Employees

- Mileage will be paid for all duties undertaken within and outside the parish boundary.
- Attendance at conferences eg SLCC, NALC, DALC
- Attending meetings at East Devon District Council and Devon County Council.
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Town Council from time to time.

\*I declare that I have read and understood and will implement the **MEMBERS and EMPLOYEES /SUBSISTENCE/MILEAGE POLICY 2018/19**

Signed:.....

Name (print): .....

Position: .....

Date: .....