



APPROVED AT THE FULL COUNCIL MEETING ON 5TH DECEMBER 2016

REVIEWED AND APPROVED MAY 2018

REVIEWED AND APPROVED AT THE SEPTEMBER 2022 MEETING

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:

Motor Mileage Rates[#] All cars and vans	45p per mile (first 10,000 miles per annum) 25p per mile (over 10,00 miles per annum)
Passenger Rate	5p per mile
Motorbikes	24p per mile
Cycles	20p per mile
Subsistence Rates*	Maximum Payable
Allowance Period	
Breakfast (before 11am)	£6.88
Lunch (between 12 noon and 2pm)	£9.50
Tea (between 3pm and 6pm)	£3.76

Eveningmeal (after7pm)	£11.76
Public Transport Reimbursement of public transport fares (2 nd class or economy class only)	

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 Chief Executive Officer (`CEO`) 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), Society of Local Council Clerks (`SLCC`)
- Attending training courses
- Attending Town Council meetings (including committee meetings)-
- 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 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.