



OTTERY ST MARY TOWN COUNCIL

MEMBERS and EMPLOYEES SUBSISTENCE/MILEAGE POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Draft and Approved		5 th December 2016
2	Christine McIntyre	Reviewed		May 2018
3	Christine McIntyre	Reviewed		September 2022
4	Kerry Kennell	Reviewed	July 2026	03/08/2026 C/26/08/11

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. The Council reserves the right to request evidence of a valid driving licence, insurance and MOT before reimbursing mileage claims.

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	55p per mile (first 10,000 miles per annum)
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Motorbikes	25p per mile (over 10,000 miles per annum)
Cycles	24p per mile
	20p per mile
Passenger Supplement	5p per passenger per mile
Subsistence Rates*	Maximum Payable
Allowance Period	
Breakfast (before 11am)	£8.50
Lunch (between 12 noon and 2pm)	£11.50
Tea (between 3pm and 6pm)	£4.50
Evening meal (after 7pm)	£14.25
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.

HMRC mileage rates apply irrespective of vehicle fuel type, including electric and hybrid vehicles.

Any other subsistence expense not mentioned above will need to be approved in advance by the Town Clerk (`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.

Claims should be submitted monthly and no later than three months after the expenditure has been incurred.

Original receipts must be provided for all subsistence claims except where this is demonstrably impracticable.

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.