

WHITTINGHAM PARISH COUNCIL

ALLOWANCE SCHEME 2024/25

Members should not be 'out of pocket' when attending meetings, official events and functions associated with Parish Council business.

Under **MIN 24/25.10** of the May 2024 Annual Council meeting, Members resolved to adopt an Allowance Scheme based on the current rates paid to elected members at Preston City Council. Details of the Scheme are summarised below.

Allowances will only be paid for approved Parish Council events and meetings taking place outside the Parish boundary.

Members may also claim to reimburse ink and office supplies or request hard copies of Parish Council documents.

Travelling and subsistence allowances

Appropriate rates are paid for travelling (depending upon the total mileage claimed or cost of public transport) and for subsistence allowances (breakfast, lunch, tea and evening meal allowances and overnight absences) for attendance at formal events outside the Parish.

Councillors are advised that if they use their personal vehicle for Council business, for example:

- travelling to and from meetings
- dealing with parish business or attending site visits
- external meetings etc.

Councillors should ensure that they have adequate business insurance. Requirements can vary with insurance companies and it is important to check.

This applies even if Councillors do not claim any travel allowance for those journeys.

The obligation to adequately insure a vehicle which is used for Council business lies with each Councillor.

If an accident was to happen when using a motor vehicle whilst on Council business the Councillor would have the financial liability, not only to third parties but also for any damage to their vehicle and their person. There would be no cover by the Council's policy of public liability insurance.

Section 175 of the Local Government Act 1972 specifies that Attendance Allowance and subsistence may be paid for Councillors attending relevant conferences.