

Uplyme Parish Council



Members Remuneration Scheme

The Uplyme Parish Council, in exercise of the powers contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 and having considered the latest report of the East Devon Parish Remuneration Panel, hereby makes the following scheme:

1. Travelling and subsistence

Councillors, including co-opted councillors, may claim travel and subsistence expenses when carrying out previously approved duties. (Approved duties generally means the doing of anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.)

Claims shall be made on the appropriate forms available from the Clerk.

In an emergency, such expenses incurred *may* be approved after the event.

2. Stationery and stamps

Members may obtain these from the Clerk.

3. Items purchased specifically at the direction of the Council

These shall be reimbursed. Claims shall be made on the appropriate forms available from the Clerk. Members shall endeavour to obtain a VAT receipt in the name of the Council and to pass this to the Clerk.

4. Other expenses

All other expenses (such as telephone calls, inkjet cartridges etc.) may only be reimbursed via a Parish Basic Allowance, the level of which shall be set by Council from time to time* in accordance with current legislation.

Members will be expected to provide documentary evidence that the allowance has been spent on Council-related costs, on a quarterly basis.

Any elected Member of the Parish Council may forgo his/her allowance entitlements. This must be effected by notice in writing to the Clerk.

Co-opted councillors may not receive an allowance.

* At the meeting on 10/11/2010, the Parish Basic Allowance was set at £50 per annum.