

Mayor and Members' Expenses Policy

May 2024 reviewed

Next review May 2025

1. Councillor's Allowances

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 apply to those parishes that pay members' allowances. Warminster Town Council makes no provision for allowances but does make provision for reimbursement of expenses as detailed below.

2. Mayor's Expenses

- 2.1 A budget of £1,000 is set aside for the Mayor each year to cover:
- (a) Reimbursement of travel and subsistence expenses to attend events to which the Mayor has received an official invitation through the Town Council offices. (The HMRC approved rates, currently 45p per mile for the first 10,000 business miles in the tax year, are used for private vehicles). Claims should be made on a monthly basis.
 - (b) Reimbursement of the cost of any tickets for events to which the Mayor has received an official invitation through the Town Council offices.
- 2.2 If the Mayor is unable to attend an event to which they have received an official invitation through the Town Council offices, the Deputy Mayor may be requested to attend as a substitute. In these instances, the Deputy Mayor will be reimbursed according to 2.1(a) and 2.1(b) above. The expenses will be charged against the Mayor's budget.

3. Members' and Co-opted Members' Expenses

- 3.1 Members and co-opted members attending training courses or other events which the Council has requested they attend as the Council's representative(s) will have their travel expenses reimbursed. Mileage will be reimbursed according to the HMRC approved rates specified in 2.1(a) above. Again, claims should be made on a monthly basis.