

# **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**

## **CLERK'S BRIEFING NOTES**

### **PARISH COUNCIL MEETING ON 7 APRIL 2016**

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**Correspondence sent since 3 March 2016**

- a) Letter to St James' Church enclosing donation towards grass cutting

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
COUNCILLORS' TRAVELLING ALLOWANCES SCHEME  
FINANCIAL YEAR 2016/2017**

Aston, Cote, Shifford & Chimney Parish Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. Name and Duration

- 1.1. This scheme may be cited as the Aston, Cote, Shifford & Chimney Parish Council Councillors' Travelling Allowances Scheme.
- 1.2. This scheme shall have effect for the period 1 April 2016 to 31 March 2017.

2. Travel and other Expenses

- 2.1. The duties and activities in respect of which travel and related expenses will be payable, are:
  - (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body, subject to the meeting taking place outside the parish boundary, in accordance with clause 2.9 ;
  - (b) the attendance at a meeting of any association of authorities of which the authority is a member;
  - (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened, subject to the venue being outside the parish boundary, in accordance with clause 2.9;
  - (d) attendance at training events and information seminars either organised by the Council or where attendance has been authorised; and
  - (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.
- 2.2 The approval for members to carry out additional duties falling within 2.1(e) above will in general be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, after consultation with the Chairman, has the authority to approve additional duties falling within 2.1(e) above.
- 2.3 A Councillor may be reimbursed for travel and other expenses incurred in connection with or relating to the duties specified in 2.1 above.
- 2.4 Notwithstanding 2.3 above, the following shall be excluded from the scheme in relation to travel and other expenses:

- (a) attendance at social events unless this is attendance at such functions as the Parish Council deems it proper for the member to attend as representative of the Council ;
  - (b) attendance at a meeting of an outside body for which travel and other expenses are paid for by that body
- 2.5. The rates of the allowances in respect of travel shall be as follows:
- |              |   |
|--------------|---|
| All Vehicles | Inland Revenue non profit making rate<br>(currently 45p per mile) |
|--------------|---|
- 2.6. Taxis should be used, and payment will be made, only where travel by other forms of public transport or by car is not possible.
- 2.7. Standard class fares only will be reimbursed.
- 2.8. Related travel expenses, including car parking and road tolls will be reimbursed.
- 2.9. Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary.
- 2.10. In respect of all the claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency, to minimise claims.

### 3. Claims and Payments

- 3.1. A claim for travel or other expenses under this scheme shall be made on the claim form designed for the purpose, a copy of which can be obtained from the Clerk.
- 3.2. A claim for travel or the reimbursement of expenses shall include details of the duty/activity in respect of which the claim has arisen, and a travel claim shall specify the total number of miles travelled.
- 3.3. A claim for the reimbursement of expenses, shall be supported by a receipt.

### 4. Publicity

- 4.1 The Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days after its adoption and will be published on the Parish Council website.
- 4.2 After the end of each financial year the total amount paid to each member of the Parish Council under the Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days and will be published on the Parish Council website.
- 4.3 Reports of the Parish Remuneration Panel, a body of the District Council, will be published on the noticeboards and on the Parish Council website.

This allowances scheme was adopted by  
Aston, Cote, Shifford & Chimney Parish Council  
on (7 April 2016)

**Financial Matters****1. Cash Balances**

	£
<i>SANTANDER CURRENT ACCOUNT</i>	
Balance at 29 February 2016	5,051.59
Transactions in month – transfer to Unity Trust account	(5,051.59)
<b>Balance at 31 March 2016</b>	<b><u>NIL</u></b>
 <i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance at 29 February 2016	3,774.74
Transfer from Santander account	5,051.59
Interest	1.36
March payments	(1,072.86)
<b>Balance at 31 March 2016</b>	<b><u>7,754.83</u></b>
 <i>NATIONWIDE DEPOSIT ACCOUNT</i>	
Balance at 29 February 2016	27,980.00
Transactions in month	NIL
<b>Balance at 31 March 2016</b>	<b><u>£27,980.00</u></b>
 <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>	
Balance at 29 February 2016	533.24
Transactions in March: interest received	0.19
<b>Balance at 31 March 2016</b>	<b><u>£533.43</u></b>
 <b>TOTAL CASH HOLDING AT 31 MARCH 2016</b>	 <b><u>£36,268.26</u></b>