



## Appendix 2(ix)



# NEW ROMNEY TOWN COUNCIL

## Reimbursement Policy

### Vision Statement

New Romney Town Council seeks to ensure that any business of the Town Council that is undertaken by elected Members and not by the paid Officers of the Council shall not impact on the local tax-payer via the Town Council Precept.

The Town Council does, however, recognise the importance of the Town of New Romney as a significant historic Town, being one of the original five Ancient Cinque Ports. This being the case, the Town Council strives to maintain the Town's ancient and very historic traditions. To this end, it does, therefore, set, through its annual budgeting process, an annual Mayor's Allowance, which may be used by the Right Worshipful the Mayor of New Romney for any purpose relating to the carrying out of Civic / Mayoral Duties.

### Reimbursement of Expenses

Except in respect of travel undertaken outside of the Folkestone & Hythe District Council and Ashford Borough Council areas and which has been wholly necessary and exclusively for the purpose of undertaking New Romney Town Council Business as delegated by Resolution at a meeting of the Town Council or a Committee of the Town Council, no general expenses, of whatever nature or regularity, incurred in fulfilling his / her duties as a Councillor shall be reimbursed by New Romney Town Council.

In such cases as travel has been undertaken outside of the Folkestone & Hythe District Council and Ashford Borough Council areas, as detailed above, the following shall apply:

1. The reimbursement of travel expenses is on the basis that the expense is wholly necessary and exclusively for the purpose of undertaking New Romney Town Council Business outside the Folkestone & Hythe District Council and Ashford Borough Council areas and is as delegated by Resolution
2. Expenses can only be reimbursed for travel and parking outside of the Folkestone & Hythe District Council and Ashford Borough Council areas.
3. The Council Member is obliged to have travelled via the most cost-effective manner available.

4. For travel by car, reimbursement will be in line with current HMRC rates. Car parking will be reimbursed at cost on production of a valid car parking ticket for the journey involved. For travel by public transport, reimbursement will be at cost on production of a valid public transport ticket for the journey or evidence thereof.
5. Councillors should submit an Expenses Claim Form for each journey made in accordance with points 1 to 4 above to the Town Clerk within one month of the expense being incurred, together with any necessary supporting documentation e.g. tickets. Any reimbursement shall be approved by Resolution at a meeting of the Town Council. Payment will be made by cheque.

### **Mayor's Allowance**

Except in respect of travel undertaken outside the Folkestone & Hythe District Council and Ashford Borough Council areas when not using a Sergeant / Driver, no travel expenses, of whatever nature or regularity, incurred in fulfilling Civic / Mayoral duties shall be re-imbursed by New Romney Town Council.

Any parking charge or general expense, of whatever nature or regularity, which has been incurred by the Right Worshipful the Mayor of New Romney exclusively in respect of carrying out his / her Civic / Mayoral duty, shall be paid or re-imbursed by New Romney Town Council to the maximum budgeted amount in any one civic year which has been allocated as a Mayor's Allowance. The Proper Officer is duly authorised to pay or re-imburse expenses incurred as detailed above.

In respect of payment or re-imburement, the following shall apply:

1. The payment of travel expenses incurred when travelling outside the Folkestone & Hythe District Council and Ashford Borough Council areas and when not using a Sergeant / Driver is on the basis that the expense is wholly necessary and exclusively relates to the undertaking of Civic / Mayoral duties.
2. The Mayor is obliged to have travelled via the most cost-effective manner available.
3. For travel by car, reimbursement will be in line with current HMRC rates. For travel by public transport, reimbursement will be at cost on production of a valid public transport ticket for the journey or evidence thereof.
4. Car parking will be reimbursed at cost on production of a valid car parking ticket for the journey involved.
5. Payment / re-imburement of general expenses is on the basis that the expense is wholly necessary and exclusively relates to the undertaking of Civic/ Mayoral duties.
6. Payment / re-imburement shall be made on production of an invoice or payment request made out to the Town Council, an invitation and / or payment request addressed to the Town Mayor or a valid receipt.
7. Payment will be made by cheque.