

**ESSINGTON PARISH COUNCIL
COUNCILLORS AND OFFICERS SUBSISTENCE / MILEAGE POLICY 2021/22**

1. Subsistence / Mileage Rates:

Motor Mileage Rates*	
All cars and vans	45p per mile (first 10,000 miles)
	25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Cycles	20p per mile
Subsistence Rates**	
Allowance Period	Maximum Payable
Breakfast (before 11 am)***	£5.00
Lunch (between 12 noon and 2 pm)	£7.50
Evening Meal (after 7 pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
Public Transport	
Reimbursement of public transport fares (2 nd class or economy class only)	

*HMRC Approved Mileage Allowance Payments

**The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

***May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

2. Approved Duties

Councillors

- Attending conferences, e.g. National Association of Local Councils (NALC).
- Attending training courses.
- Attending meetings at South Staffordshire Council and Staffordshire County Council.
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time.

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary (with the exception of attendance at scheduled parish council meetings).
- Attendance at conferences, e.g. SLCC, NALC.
- Attending approved training courses.
- Attending meetings at South Staffordshire Council and Staffordshire County Council.
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time.

Approved: 01 March 2021