

## **GD07 - COUNCILLORS EXPENSES**

### **1.0 General**

- 1.1 The Town Council has a clear policy about what can be claimed as expenses, and the Council's expenses policy applies to all staff.
- 1.2 Councillors generally do not claim expenses but the types of expenses reimbursed may include:
  - a. The cost of train fares, petrol, taxis parking and tolls when travelling to different locations
  - b. The cost of any meals that need to be purchased while working away from their usual location
  - c. Overnight accommodation if staff are required to work away and require accommodation.
- 1.3 All expenses claimed are subject to audit and any relevant legislation or agreements with Her Majesty's Revenue and Customs.
- 1.4 Allowances are payable under the Local Authorities Regulations 2003 (Allowances for Members of Community Councils (Wales)).

### **2.0 Gifts and hospitality**

- 2.1 Council staff and Councillors should not accept significant personal gifts from contractors, clients or outside suppliers, as this could be viewed as a compromise to their impartiality.
- 2.2 Some minor articles may be accepted when appropriate, and when this happens, these must be authorised by the Chairman and recorded on a gifts and hospitality register.
- 2.3 Offers of hospitality are only accepted if there is a genuine need to impart information or represent the Council in the community and where any decisions are not and will not be compromised.
- 2.4 Offers to attend purely social or sporting functions are accepted only when these are part of the life of the community or where Newport Council should be seen to be represented.