



**BURNTWOOD TOWN COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2017/18 (DRAFT)**

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
Subsistence Rates*	
Allowance Period	Maximum Payable
Breakfast (before 11 a.m.)	£ 5.00
Lunch (between 12 noon and 2 p.m.)	£ 7.50
Tea (between 3 p.m. and 6 p.m.)	£ 3.50
Evening Meal (after 7 p.m.)	£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.

2. Approved Duties

Members

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

- Reimbursement of travel costs within the parish boundary will be permitted on an individual case basis at the Chief Executive Officer's discretion; exceptional travel costs must be approved by the Leader of the Council **prior** to these being paid.
- The Chairman and Vice-Chairman of the Council are permitted to claim travelling expenses as set out in the "Chairman and Vice-Chairman Advice, Conventions and Procedure document.

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at Lichfield District 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 Town Council from time to time

POLICY & RESOURCES COMMITTEE

16 NOVEMBER 2016

AGENDA ITEM NO. 15 STEPHEN SUTTON BURSARY

The Judging Panel met recently to consider the applications for the 2016 Stephen Sutton Bursary Award. Members will be aware that the Bursary was launched in 2015 with the intention of the £2,000 award being made to one applicant. However such was the calibre of applicants that the Panel agreed to share the fund and awarded £1,000 to two applicants. This scenario was repeated for the 2016 Award.

Members noted that:

- The age of applicants is across the range specified in the award criteria, i.e. 11-19 years
- The calibre of applicants is such as to make it very difficult to award to one person
- Applications were received from pupils residing outside the Burntwood parish boundary (though they attend Burntwood schools).

The Panel **RECOMMENDED** that the following amendments to be made to the Bursary criteria:

- Two age bands be established, one for 11-14 years and one 15-19 year
- £1,000 Award be made to each of the two age bands
- The Award be restricted to applicants who live in the Burntwood parish area

Is the Committee willing to accept and implement the recommended amendments to the Stephen Sutton Bursary Award with effect from 2017?