

2025 Member EXPENSES



MARLOW
TOWN COUNCIL



Member expenses

Adopted: 2025

Review date: 2026

1. Introduction

Elected members required to attend an approved duty (as defined below) or attending a courtesy visit outside the Town Council area can only do so with the prior approval of the Town Council or the Resources Committee. Approval must be recorded in the Minutes.

Should urgent approval be required for member/s travel outside the Town Council area, the Town Clerk, in consultation with the Town Mayor and the Chair of Resources Committee, will have delegated powers.

Only two elected members can claim travel and subsistence allowances when attending the same approved duty or the same courtesy visit. In exceptional circumstances the Town Council can approve additional members.

2. Approved duties

Approved duties are:

- a. a meeting of the Council, or any committee or subcommittee thereof
 - b. a meeting of the executive (if any) or any committee thereof
 - c. a meeting of some other body to which the Council make appointments or nominations
 - d. a meeting of a committee or subcommittee of such a body
 - e. a meeting which both
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- 1. has been authorised by the Council, a committee, or subcommittee thereof or a joint committee of the Council and one or more other authorities, or a subcommittee of a joint committee
 - 2. to which representatives of more than one political group have been invited (if the authority has been divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)

- f. a meeting of a local authority association of which the authority is a member
- g. duties undertaken on behalf of the Council in connection with the discharge of any function conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises
- h. carrying out any other duty approved by the Council or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council, or of any of its committees or subcommittees

3. Travel and subsistence

Members will be expected to travel by the most economic and sustainable means available.

The maximum amount reimbursable for travel and subsistence expenses will be £450.00. Original receipts must accompany all claims for reimbursement.

Travel and cycling allowance may be paid for travel within or outside the Town Council area but subsistence allowance only is reimbursed for costs incurred outside it.

All travel and subsistence allowances are in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003.

Marlow Town Council has adopted the allowance rates for travel and subsistence as recommended by the Buckinghamshire Council Remuneration Panel.

The rates apply from 6th May 2025 to 31st March 2026 are as follows:

Sustainable modes of transport are encouraged where possible. The use of a councillor's car, motorcycle or bicycle for approved duties will be paid at the same rate as the officers, i.e. the rate published from time to time by HM Revenue and Customs*

The agreed mileage rates are as follows, including electric and hybrid models:

Cars and vans including electrically powered vehicles	45p per mile
Motor cycles including electrically powered vehicles	24p per mile
Bicycles (includes e-bikes)	20p per mile

Public Transport

Train fares for approved duties to be paid at standard fare on production of a receipt/ticket. Bus fares for approved duties to be paid on production of a receipt/ticket. Pre-approved taxi fares to be paid on production of a receipt.

Subsistence Allowances

Breakfast (more than 4 hours away before 11am) £6.50

Lunch (business journeys entailing working away from normal place of work between 12 and 2pm) £9

Dinner (can be claimed when required to work outside of usual rostered requirements and away from usual place of work after 8.30pm) £11.50

Overnight expenses per night when staying away from usual place of residence may be claimed at a reasonable overnight rate.

4. Childcare and dependants' carers' allowance

Members can claim the Childcare Allowance or Dependants' Carers' Allowance to assist with any financial loss incurred by paying for care of a child or dependant relative while attending any approved duty, plus travel time.

Payments are based on the actual cost of care and should not exceed the National Living Wage hourly rate, other than in exceptional circumstances.

The law prevents payment for:

Members' surgeries

Political activities

School Governor meetings (Section 58 of the Education (No. 2) Act 1986)

These rates will be reviewed annually by the Buckinghamshire Council Remuneration Panel.

Amended 5 August 2025 Minute reference M.38.25

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>.