



# HOLME VALLEY PARISH COUNCIL

**Website:** [holmevalleyparishcouncil.gov.uk](http://holmevalleyparishcouncil.gov.uk)

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## **Chair's Expenses Policy**

This is a review of the existing guidelines dated 27-04-2009.

DATE OF FIRST ADOPTION OF REVIEWED POLICY: 9 October 2023

DATE OF MOST RECENT REVIEW: 25 September 2023

NEXT REVIEW: May-August 2027 Finance and Management Committee

### **1. Background**

Each May, Holme Valley Parish Council elects the Chair for the coming year. The Chair is elected by members of the council at the commencement of the annual meeting of the parish council in accordance with the Local Government Act 1972 section 15 (1) (2). The Chair is an elected figurehead of the council and the civic representative of the Holme Valley parish.

This position entails increased responsibility as the Chair represents the parish council at various events throughout the district. As a result, there is increased expenditure and to defray those extra costs a budget is allocated.

Section 15 (5) of the Local Government Act 1972 provides for town and parish councils to pay the Chair 'for the purposes of enabling (them) to meet the expenses of (their) office such allowance as the Council think reasonable'.

### **2. General Principles**

The Chair's expenses budget exists to enable the Chair to carry out their duties in representing the parish council through supporting events.

Neither the Chair personally nor their family, friends or close associates may derive benefit from use of the Chair's expenses outside of the carrying out of agreed duties.

In 2023-24 the Chair's Expenses budget line 4200 was set for £1,000.

### **3. Permitted Expenditure**

The Local Government Act 1972 does not stipulate the type or category of expenditure for which the Chair may use the Chair's allowance. However, it is commonly described as recompense for the expenses of maintaining dignity of office.

General items include:

- i. Mileage to and from events outside of the Holme Valley Parish Council boundaries or the cost of standard public transport
- ii. Tickets for events
- iii. Hospitality
- iv. Providing support to Chair/ Civic events (e.g., raffle prizes)
- v. Donations at events
- vi. Donations to charities

Provisions made for the Chair's allowance in the Local Government Act 1972 do not extend to the Vice-Chair, who is treated the same in law as all other Parish Councillors. However, it is acknowledged that the Vice-Chair is likely to incur costs associated with officially representing the Chair in their absence. As such the Vice-Chair can be reimbursed any legitimate out of pocket expenses incurred whilst deputising for the Chair out of the allowance.

#### **4. Payment of Allowance**

Payments made for items such as tickets, purchase of prizes, or purchase of food and drinks for hospitality etc will be made directly to the Chair in lieu of receipts. Where it is not possible to provide receipts, signed written details (including an email sent from the Chair's Holme Valley Parish Council's official email address) must be provided by the Chair to substantiate the expenditure. All claims must be made promptly to the Deputy Clerk (within one month).

#### **5. Review of this Policy**

The Finance and Management Committee is to review this policy within three months of a new Council being elected or sooner if desirable. The policy is to be presented to the Council in May of each year at the Annual General Meeting for approval for the upcoming council year.

Jen McIntosh, Clerk, HVPC