Neighbourhood Committee Expenses Policy

West Earlham & Bowthorpe

Pride in Place

Our neighbourhoods matter

PRIDE IN PLACE

LED BY YOU – BACKED BY UK GOVERNMENT NR5

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LED BY YOU – BACKED BY UK GOVERNMENT NR5

Our neighbourhoods matter

That's why Pride in Place is building a model of local decision-making in **West Earlham & Bowthorpe** that demonstrates trust and to empower local communities to **transform their neighbourhoods**.

It focuses on a vision of lasting change being driven locally through fostering community and civic pride, improving local infrastructure, boosting the local economy, long-term regeneration and all through building trust and resident-led decision-making.

So it's very important that money isn't a barrier to getting involved.

If you are doing approved work for the Pride in Place Programme and it costs you money to take part, we will refund reasonable out-of-pocket expenses.

Expenses are there to help people take part, not as a payment or reward.
We are accountable to the government as this is public and tax payer's money. Therefore, this policy will both be kept under review and updated if needed due to circumstances we later learn about that are posing a **barrier to involvement**.

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When can I claim expenses?

You can claim expenses if:

- You are asked or required to attend an approved meeting, event or activity.
- Taking part means you have extra costs that you wouldn't normally have and that might stop you from attending.

All claims will be reasonable and necessary for you to be able to fully participate.

Travel Expenses

You can claim travel costs for going from home or work to:

- Neighbourhood Board meetings
- Other approved duties.

Please keep receipts or tickets where possible, as we are required to account for our spend with central government.

How we pay for travel

- **Car:** (private vehicle): 55p per mile plus 5p per mile for each passenger on approved council duties

- **Bicycle:** 20p per mile

- **Public transport:** Standard fare (receipt needed). Board members are expected to use any discount / concessionary fare entitlements available to them and where possible are advised to pre-purchase tickets to ensure best value.

- **Parking:** Parking fees while attending meetings (receipt needed)

- **Travel outside Norwich:** The cheapest available public transport option

Taxis

Taxi fares are paid where this is the best option.
If you think you need to use a taxi, please speak with the Chair first.

Special circumstances
If you are unwell or have a disability that affects travel, exceptions may be made. Please speak to the Chair in advance.

When claiming mileage or other travel costs, copies of tickets or receipts etc are required when making a claim.

See the Expenditure Policy for exceptions relating to Entertaining Expenses.

Claims procedure

- Claims should be made using the Expenses Form with receipts where relevant.
- Claims should be received by the first Friday of the month.

Child care and carers allowance

If you need to arrange care so you can attend an approved duty, we will pay:

- £14.90 per hour for each dependent child or adult

This covers:

- The time you are carrying out the approved duty
- Travel time.

This is payable for the duration of the approved duty undertaken including travel time

Other expenses

Food (Subsistence)

You can claim for a meal if you are attending an approved duty outside the Norwich City Council area. Alcohol is not covered. You can claim: up to £20, with a receipt.

Overnight Stays and Other Expenses

Hotels should be booked on the basis of the best deal available taking into account your needs and the event attended.
Where possible and reasonable, return travel to Norwich should be made the same day to avoid overnight stays.

For overnight stays, other out of pocket expenses must be reasonable and not exceed £25 per night. These should be supported by receipts. If a receipt isn't available (for example, some travel cards), a bank or card statement can be used.

Approved duties

We can only repay expenses for the following:

- Attending Neighbourhood Board meetings, citizen councils, events or formal training
- Attending formal meetings of outside organisations when you're attending as a representative of the Neighbourhood Board
- Attending conferences and events that have been approved in advance by the Board Chair

Final note

This policy is here to make sure that costs don’t stop people from being involved, while keeping the Board’s roles voluntary and using public money responsibly.

If you’re ever unsure, please speak to the Chair before making arrangements.

Where the Chair requires expenses agreed, the MP or Accountable Body should take this role.

This policy was written in 2026 and will be reviewed to make sure it remains up to date.