

VALE OF GLAMORGAN LOCAL ACCESS FORUM: 13th FEBRUARY 2019

REPORT OF THE SECRETARY

PROCEDURE FOR CLAIMING OF EXPENSES

Regulation 11 of the Countryside Access (Local Access Forums) (Wales) Regulations 2001 require the Appointing Authority to defray reasonable expenses incurred by the Forum in discharging its functions. Generally, such expenses largely relate to travelling to and from meetings. With this in mind, claim forms will be issued to Members at the first meeting.

The previous Forum proposed that a rate of 45p per mile be paid to Members of the Forum claiming for travel to and from meetings. It is proposed that this arrangement continue.

Members are asked to submit any claims within 12 months of incurring the same.

Members are requested to receive expenses through the BACS method which is a quick and cost effective way to pay expenses for the Council. In order to receive your expenses in this way, you must personally send your banking details to the Creditors Team, Directorate of Resources at the Civic Offices.

RECOMMENDED – T H A T the payment of a mileage rate of 45p per mile to Members be continued and that Members individually notify the Creditors Team in writing with the required details.