

VALE OF GLAMORGAN LOCAL ACCESS FORUM: 4th JUNE 2026

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 can be requested from the Secretary, and emailed to the Members.

The national rate of 45p per mile may be paid to Members of the Forum claiming for travel to and from meetings.

Members are asked to submit any claims within 3 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 Corporate Resources at the Civic Offices in Barry.

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.