

Salt and Enson Parish Council

Policy Statement: Councillor Attendance at Events, Training, Conferences & Expenses

Salt and Enson Parish Council is committed to ensuring that its financial governance is robust, transparent, and compliant with its adopted financial regulations. These regulations are based on the **NALC Model Financial Regulations (England, March 2025)**.

In particular, the Council notes and applies the following relevant provisions:

- **Regulation 11** ("Payment of salaries and allowances") of the NALC Model F.R. sets out that member allowances may be paid only in accordance with council policy.
- **Regulation 5** ("Procurement") requires that expenditure is incurred only after proper authorisation.
- **Regulation 6 & 7** ("Banking and Payments" / "Electronic Payments") require payments to be backed by proper documentation, and only for authorised services.

Policy Principles

1. Prior Authorisation

- Councillors must obtain **advance approval** from the Council (full Council or a committee with appropriate delegated powers) before booking or attending any event, training course, meeting, or conference that they intend to claim expenses for.
- The Clerk (or RFO) may act under a **proper delegation** consistent with the Council's Financial Regulations to approve such attendance.

2. Purpose of Attendance

- Authorisation will only be granted if the event supports the goals or functions of Salt and Enson Parish Council, or assists the councillor in fulfilling their role in a way that serves the interests of the parish.

3. Unauthorised Attendance

- Where a councillor attends an event without the required prior approval, the Council **will not reimburse** the costs.
- Retrospective approval may be considered only in **exceptional circumstances**, and only via a formal resolution at a Council meeting.

4. Reimbursement and Evidence

- Reimbursement is subject to submission of **original receipts or valid invoices**.
- Claims must be submitted in accordance with Council procedures, and payments will follow the Council's standard processes (e.g., via the RFO, through the banking/payment mechanisms in the Financial Regulations).

5. Annual Review

- This policy will be reviewed at least annually, in line with the review of the Council's Financial Regulations, to ensure ongoing alignment with the latest adopted NALC Model F.R.

This policy was adopted by the council at its meeting held on 2nd September 2026.