

# DCC Members Allowances

## Guidance Notes

1. This form should be used to claim carers allowance, mileage, fares, parking fees and subsistence allowance.
2. Please complete at least monthly.
3. Please refer to the Members Allowances Scheme when completing this form, also available on the Council's website at [www.derbyshire.gov.uk/council/members\\_allowances](http://www.derbyshire.gov.uk/council/members_allowances). For any queries on vehicle licensing and health standards, you should contact the DVLA at [www.dvla.gov.uk](http://www.dvla.gov.uk)
4. Subsistence payments can only be made tax-free when the official duty is more than 5 hours duration and more than 5 miles from base.
5. If you have any problems please contact the Members Allowances Section in Room 207 or Ext 38717 - Mary Cundy

MEMBER'S NAME: Robert Flatley  
 ADDRESS: 21 Elka Road  
 Ilkeston  
 DE7 4SE

Vehicle Registration Number:  
 Exact C.C.  
 Insurance Company:



Tick as appropriate		
I have a fuel VAT receipt which I have retained	<input type="checkbox"/>	✓
I have attached a fuel VAT receipt to this claim	<input type="checkbox"/>	
I do not have a fuel VAT receipt	<input type="checkbox"/>	

## CERTIFICATION BY MEMBER: IDECLARE THAT:-

1. I have actually and necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as a member of the Derbyshire County Council.
2. I have actually paid the fares and made the other payments shown.
3. The amounts claimed are strictly in accordance with the rates determined by the Council.
4. I have a current full license to drive the vehicle used and I have valid insurance; this covers me for business use and indemnifies the Authority against third party claims.
5. My vehicle is taxed, has a valid MOT certificate (if older than 3 years) and is in roadworthy condition. I do not have any physical or mental disability/condition which affects my fitness to drive, or take any drugs or substances which could impair my ability to drive.
6. I claim carers allowance only in order to perform approved duties
7. The statements above and on the supplementary sheet attached are correct. Except as shown I have not made, and will not make any claim under any enactment for travelling or subsistence expenses, or conference allowances, or specific attendance allowance in connection with the duties indicated above.

## SUMMARY: (for office use only)

Car Allowance:			
676 Miles at	£0.46		£304.20
0 Passenger miles at	£0.06		£0.00
Fares and other Authorised Payments			£0.00
Taxable Subsistence Allowance			£0.00
Non-Taxable Subsistence Allowance			£0.00
Carers Allowance			£0.00
TOTAL AMOUNT DUE			£304.20
Calculations Checked	me		
Calculations Verified	[Signature]		
Authorised for Payment	[Signature]		

Signature of Member:

Date: 29/06/18

# DCC Members Allowances

Date	Place of Departure	Place of Return	TIMES		DETAILS OF APPROVED DUTIES			Names of Passengers	No. of Miles by private car		Fares / Authorised Payments	Subsistence		Carers Allowance	Notes
			Depart	Return	Time	Venue	Description		Miles	Passenger Miles		Tax	Non Tax		
02/05/18	Ilkeston	Ilkeston	13.00	16.00	14.00	County Hall, Matlock	IS People Working Group Meeting		46						
09/05/18	Ilkeston	Ilkeston	7.30	15.00	9.30	County Hall, Matlock	Conservative Group		46						
10/05/18	Ilkeston	Ilkeston	8.00	13.30	10.00	Gamasley, SK13 0LU	Thriving Communities GITS Meeting		116						
12/05/18	Ilkeston	Ilkeston	9.00	15.30	10.00	County Hall, Matlock	DCC Youth Council		46						
17/05/18	Ilkeston	Ilkeston	12.00	16.00	14.00	County Hall, Matlock	Cabinet Meeting		46						
21/05/18	Ilkeston	Ilkeston	13.00	17.00	14.00	County Hall, Matlock	IS Health Committee (Substitute)		46						
23/05/18	Ilkeston	Ilkeston	12.30	17.00	14.00	County Hall, Matlock	IS People Committee		46						
04/06/18	Ilkeston	Ilkeston	8.30	12.30	10.00	Old Coop Build	Meeting with Don Gibbs re. Libraries		46						
06/06/18	Ilkeston	Ilkeston	7.30	18.30	9.00	County Hall, Matlock	Meeting w/ Cllr Lewis + Conservative Group + Full Council		46						
11/06/18	Ilkeston	Ilkeston	13.00	16.30	14.00	Chesterfield Library	Tour of Library + Strategy Meeting w/ Catherine Mills		54						
14/06/18	Ilkeston	Ilkeston	12.00	17.00	14.00	County Hall, Matlock	Cabinet Meeting		46						
19/06/18	Ilkeston	Ilkeston	8.30	16.30	10.00	County Hall, Matlock	Tour of Records Office + Corporate Parenting		46						
20/06/18	Ilkeston	Ilkeston	8.00	2.30	10.45	County Hall, Matlock	Member Briefing GDPR + Cabinet Member Meeting SLCT		46						
TOTALS PAGE 1									676	0	£0.00	£0.00	£0.00	£0.00	

  

Date	Place of Departure	Place of Return	TIMES		DETAILS OF APPROVED DUTIES			Names of Passengers	private car		Fares / Authorised Payments	Subsistence		Carers Allowance	Notes
			Depart	Return	Time	Venue	Description		Miles	Passenger Miles		Tax	Non Tax		