

SANDGATE PARISH COUNCIL

DRAFT TWINNING PROTOCOL

- 1 Sandgate Parish Council is twinned with Sangatte and Bleriot Plage in Normandy. The Parish Council is keen to maximise the twinning arrangements to the mutual benefit of residents in both communities. To this end activities such as boules matches, visits to services of remembrance and mutual participation in each others' sea festivals have already occurred or been organised.

- 2 Organising and participating in these events is undertaken by parish councillors or residents voluntarily but as a principle those individuals should not be significantly out of pocket. Accordingly a scheme of reimbursement is proposed along the following lines:
 - Travelling costs such as rail fares, ferry costs or Eurotunnel costs should be paid in full
 - Mileage shall be claimable in line with the HMRC scheme (currently flat rate of 45p per mile)
 - Overnight and subsistence costs should be payable in line with the local government scheme or other relevant guidance
 - Given the nature of twinning modest hospitality is expected between twinned partners: to this end a small hospitality allowance should be payable to representatives of the Parish Council. The recommendation is that this should equate to half a bottle of wine per person at restaurant prices – ie £10 per representative of Sandgate and Sangatte
 - Receipts for expenditure shall be provided
 - Subject to the authorisation by the Clerk or the Responsible Finance Officer these allowances shall be claimable by councillors and non-councillors alike when undertaking approved twinning duties on behalf of the Parish Council

- 3 On line research has been undertaken which suggests that the following maximum subsistence rates where actual expenditure has been incurred on behalf of the Parish Council are:
 - Breakfast (either as part of an overnight stay or leaving home before 7.00 am) - up to £6.72
 - Lunch (between 12pm and 2pm) - up to £9.24
 - Tea (must include the period between 3pm and 6pm) - up to £3.64
 - Evening meal (return or work beyond 7pm) - up to £11.44
 - Overnight absence - up to £106.40
 - Any claims which exceed the above limits will be capped at those limits.

- 4 **Recommendation of the RFO:** That the above scheme for travel, subsistence and hospitality for twinning with Sangatte and Bleriot Plage be implemented with effect from 1 January 2018

Peter Savage

Deputy Clerk and Responsible Finance Officer

13 December 2017