

LONGFORD PARISH COUNCIL

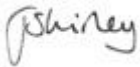
Email: clerk@longford-pc.gov.uk ~ Tel: 07759 118922

29th March 2022

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 5th April 2022 at 7.30pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

All residents of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



Julie Shirley, Clerk to Longford Parish Council

MEETING AGENDA 5th APRIL 2022

- 1. To note attendance and apologies for absence**
- 2. To receive declarations of interest in items on the agenda**
- 3. To approve the minutes of the meeting held on 1st March 2022.**
- 4. To receive an update on outstanding matters not on the agenda.**
- 5. To consider applications to fill councillor vacancies by Co-option (5 vacancies).**

The meeting may be adjourned at this point for members of the Public to speak. (15 mins max)
Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.

To receive a report from County Councillor (5 mins)
To receive a report from the Borough Councillors (5 mins)

- 6. Finance / Procedures (30 mins)**
- To receive the latest bank reconciliations (February) and budget versus spend report for the 2021/22 accounts.
 - To note that the National Salary Award for 2021/22 has been agreed as 1.75% with effect from 1st April 2021, a small amount of back pay to be added to the next payrun.
 - To receive the internal audit report for 2021-22.
 - To approve the reimbursement of expenses to the Clerk (£340.90).
 - To consider the quote to weed spray pavements and gutter 3 times a year at a cost of £385+VAT per visit.
 - To discuss arrangements for the annual parish meeting.
 - To approve the invoices for payment:

Invoice Date	Payee	Net	VAT	Gross	Budget
28/02/22	Glebe Contractors	£170.00	£34.00	£204.00	P&OS
03/03/22	Police & Crime Commissioner for Gloucestershire	£250.00	£0.00	£250.00	S137
08/03/22	GAPTC (audit)	£175.00	£0.00	£175.00	Admin
31/03/22	Salaries March 2022	£235.33	£0.00	£235.33	Admin
31/03/22	Expenses March 2022	£336.90	£4.00	£340.90	Admin
31/03/22	HMRC Q4	£176.40	£0.00	£176.40	Admin
01/04/22	GAPTC (subs)	£428.07	£0.00	£428.07	Admin
04/03/22	WaterPlus (DD)	£8.59	£0.00	£8.59	Allotments
				£1818.29	

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7. Parks, Open Spaces & Allotments

- a) To consider replacement options for the concrete benches at the playing field.
- b) To consider providing a skip for the allotments to clear winter rubbish.
- c) To approve the purchase of tree(s) to commemorate the Queen's Platinum Jubilee and agree planting location.

8. To agree arrangements for community events with Longford Village Hall

- a) Village fete on Jubilee weekend 2022.

9. To consider planning applications received after agenda published.

10. To receive an update regarding Highways including 20 is plenty campaign

11. To receive reports from representatives for information only:

-) Allotments
-) Finance
-) Personnel
-) Play Park & Playing Field
-) Village Hall Working Group.

Next meeting: Tuesday 3rd May 2022 7.30pm

Minutes of the Parish Council Meeting held on Tuesday 1st March 2022 at 7.30pm at Longford Village Hall

1. Attendance noted as

Cllrs K Doherty (Chair), L Gough (Vice-Chair) J. Ford, C. Byers

Also present: Borough Cllr Bocking, Mrs J Shirley (Clerk)

Members of public present: None

Apologies: County Cllr Awford, Borough Cllr Ockelton

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 1st February 2022

Council resolved to approve the minutes of the meeting held on 1st February 2022.

4. To receive an update on outstanding matters not on the agenda.

Community Governance Review proposals are currently being consulted upon by Tewkesbury Borough Council, deadline 31st March 2022; the main changes affecting Longford is the movement of the boundary between Longford and Innsworth which was submitted by Longford Parish Council, and a boundary movement between Longford and Sandhurst moving Walham into Sandhurst, not previously considered by Longford Parish Council but no objections raised.

5. Co-option (5 vacancies)

There were no applications to fill councillor vacancies by Co-option (5 vacancies).

To receive a report from the County Councillor.

No update.

To receive a report from the Borough Councillors.

Council noted the report forwarded by Cllr Bocking prior to the meeting; including that parish councils will be consulted directly to submit evidence to the Strategic Flood Risk Assessment regarding local flooding issues. Councillors discussed local flooding issues including drainage, which Cllr Bocking will take forward.

6. Finance / Procedures

- 6.1. Council received the bank reconciliation and budget versus spend reports for January 2022. Cllr Doherty proposed the Council makes a small donation to an official agency for the relief of Ukraine refugees. Cllr Byers proposed £250, seconded Cllr Doherty, all in favour. Council resolved to donate the money to Unicef. **Action: Clerk.**
- 6.2. Council approved the accounts for payment, proposed by Cllr Byers, seconded by Cllr Gough, all in favour. Payments were made using online banking, authorised by Cllr Ford and Cllr Doherty:

Invoice Date	Payee	Net	VAT	Gross	Budget
28/02/22	Salaries February 2022	235.33	0	235.33	Admin
19/01/22	Greenfields Garden Services Ltd	1802.02	360.40	2162.42	P&OS
				£2397.75	

7. Parks and Open Spaces & Allotments

- 7.1 Council considered replacement options for the concrete benches at the playing field; it was agreed to contact a handyperson for a second opinion on repairing the existing benches and bring to the next council meeting for consideration. **Action: Clerk.**
- 7.2 Council resolved to appoint Glebe Contractors as the grounds maintenance contractor for 2022, proposed by Cllr Gough and seconded by Cllr Byers, all in favour. **Action: Clerk.**

Clerk also to obtain quotes to plant fast growing hedging on the boundary of the playing field along Sivell Close and report back to Council.

- 7.3 Council agreed in principle to create a Queen's copse on the playing field to commemorate the Queen's Platinum Jubilee. **Action: Clerk and Councillors** to conduct further research regarding type of trees, size etc for discussion at next meeting. Council also discussed type of tree for Sivell Close and considered Amalanchier which has white flowers in the spring, green leaves in the summer and red leaves in the autumn. Council felt the tree should be no taller than 5 metres when fully grown.

8. To note arrangements for community events with Longford Village Hall

- 8.1. Village fete on Jubilee weekend 2022 – no current update as Cllr Doherty was unable to attend the latest Village Hall meeting.

9. Council considered the following planning applications:

None received since the last meeting.

10. Council discussed updates from Highways including 20 is plenty campaign

Cllr Byers reported that GCC has set aside £350,000 to investigate 20mph speed limit.

11. To receive reports for information:

-) Allotments – work party to be arranged prior to the installation of the rabbit proof fencing
-) Finance – no update
-) Personnel – no update
-) Play Park & Playing Field – no update
-) Village Hall representative – no update.

Next meeting Tuesday 5th April 2022 at the village hall.

Meeting closed at 8.51pm.

LONGFORD PARISH COUNCIL					
BUDGET versus SPEND 2021/22					
	£	£	£		
INCOME	Budget	Received as at 28/02/22	Balance	Notes	
Precept	20750	20750	0.00		
Allotments	500	505		£304 received March 2021	
Playing Field / Grants	300	3250			
EXPENDITURE	Budget	Spent as at 28/02/22	Balance	Notes	
Staff costs	7000	6096.89	903.11		
General Admin/expenses	2700	1576.42	1123.58		
Insurance	700	472.36	227.64		
Donations	250	40.00	210.00		
Parks/Open Spaces	4500	5358.98	-858.98		
Allotments	2000	490.28	1509.72		
Maintenance	2250	800.00	1450.00		
Training	300	599.00	-299.00		
IT	150	0.00	150.00		
Newsletter/Website	200	133.99	66.01		
New equipment	0	0.00	0.00		
Projects	1500	10425.00	-8925.00		
Earmarked Reserves contribution	0	0.00	0.00		
	21550	25992.92	-4442.92		
EARMARKED RESERVES as at April 2021					
Projects	5954				
Playground eqpt/fencing	15150				
Existing Notice Boards x 2	1600				
New Notice boards Fund	3199				
Defibrillators/cabinets	960				
Web/IT eqpt/Transparency fund	1550				
Fencing/other assets	5000				
Park furniture 12 benches	3600				
Annual inflation allowance	77				
TOTAL RESERVES	31136				

BANK RECONCILIATION 2021-22

BANK BALANCES 28 FEBRUARY 2022	
Lloyds Bank – Treasurer's Account (current)	£78,034.50
TOTAL MONIES IN BANK	£78,034.50
LESS OUTSTANDING CHEQUES	
TOTAL OUTSTANDING CHEQUES	£0.00
TRUE BALANCE AT 28/02/22	£78,034.50
Opening Balance at 01/04/21	£79,618.75
Receipts year to date	£25,912.05
Sub-total	£105,530.80
Expenditure year to date	£27,496.30
TRUE BALANCE AT 28/02/22	£78,034.50

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name



LONGFORD PARISH COUNCIL
Internal auditor's report for the year ended 31 March 2022
Name of Auditor: Sally Jones

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	a) Yes		Standing Orders tailored to Council

	b) reviewed using the most recent version? c) minuted?	b) Yes c) Yes	Annual Governance Statement Assertion 1	Adopted 6/7/2021 to recent NALC version Minute Reference 7.3 On Website
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 1	Financial Regulations tailored to Council Adopted 6/7/2021 to recent NALC version Minute Reference 7.4
1.3	Does the council a) give grants? b) have a grant-awarding policy?	a) Yes b) Yes	Would recommend updating policy as version on website was adopted in 2018	Policy on website Noted that Council have agreed a grant to Longford Village Hall April minutes minute reference 5.12
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Annual Governance Statement Assertion 2 & 3	Minutes September 2021 minute reference 7.6 Minutes December 2021 minute references 7.1 and 8.2 Minutes February 2022 minute reference 7.1
1.5	Code of conduct reviewed in the last 2/3 years?	Yes	Annual Governance Statement Assertion 3	July 2021 minute reference 7.5

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	N/A	Annual Governance Statement Assertion 3	Council not eligible as not enough elected Councillors
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	a) Yes b) Yes	Annual Governance Statement Assertion 1 & 3	Separate column on Payments and Receipts Spreadsheet for 2021/22 for S137 Totals spent within statutory limits
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Annual Governance Statement Assertion 1	July 2021 minute reference 7.7
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	N/A	Annual Governance Statement Assertion 1	No petty cash held – expenses reclaimed with appropriate receipts and authorised at meetings

2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Yes	Annual Governance Statement Assertion 1	Invoices seen during zoom meeting 7.3.22
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	a) Yes b) Yes	Recommend that any income is recorded on minutes Annual Governance Statement Assertion 1	VAT is recorded on a separate sheet attached to the Payments and Receipts spreadsheet Council last reclaimed VAT April 2021

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	a) Yes b) Yes	Annual Governance Statement Assertion 5	Council has adequate insurance in place – Council agreed to a 3-year deal May 2021 Minute reference 11.4 approving cover and cost
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	a) Yes b) Yes	Annual Governance Statement Assertion 5	Reviewed July 2021 Minute reference 7.6 On website
3.3	Asset register a) reviewed	a) Yes		Reviewed April 2021 Minute reference 5.11

	regularly? (Objective H) b) published on website? (Objective L)	b) Yes	Annual Governance Statement Assertion 5	Published on website
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	a) Yes b) Yes c) Yes	Recommend that Clerk undertakes an annual inspection of defibrillators and also Council note inspections done outside of this. Annual Governance Statement Assertion 5	Play Area - Annual Play Inspection report sited Reported in minutes of September 2021 Minute reference 8.1 with actions approved 8.2 Defibrillators x 2 are inspected monthly by Village Hall committee (as on the Village Hall premises) and the owner of the property where one is sited in Sandhurst Lane report to Clerk. Noted that CPR and defibrillator training being funded by Council agreed minute reference 8.2 December 2021
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 2	Internal Control Check list seen for September 2021 which is a signed audited document by a Councillor Minute reference September 6.6
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 1	Reported monthly to Council for approval along with any payments to be made Minute reference example November 5.1
3.7	Review of a) investments?	a) Yes		Council had a lot of reserves which agreement has now been made regarding grant towards

	b) bank mandates (signatories on bank accounts)? (Objective B/C)	b) Yes	Annual Governance Statement Assertion 1	Longford Village Hall - £10,000 granted for removal of asbestos Minute reference 5.12 April Further earmarked reserves are to be used in 2022/2023 reducing the amount of money held in current account. Bank Mandate reviewed July 2021 Minute reference 7.8
3.8	If bank cards in use, are proper procedures in place? (Objective B)	N/A	Annual Governance Statement Assertion 1	
3.9	Are a) physical records secure? b) electronic records backed up?	a) Yes b) Yes	Annual Governance Statement Assertion 5	a) Physical records are held securely at Clerk's home address b) Office files are stored on Microsoft 365 one-drive. Backed up on the cloud

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 1	December 2020 minute reference 5.3

4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	a) Yes b) Yes	Annual Governance Statement Assertion 1	Earmarked reserves were clearly identified on the budget for 2021/22
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes		Minutes December 2020 Minute reference 5.3
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	a) Yes b) Yes	Annual Governance Statement Assertion 1	Budget versus Spend is presented to council at each meeting Minute Reference 7.1 September meeting
4.5	Are any significant variances from budget reported?	Yes	Annual Governance Statement Assertion 2	Proforma under finance on the website

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
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5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Clerk has a contract – document seen
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	PATA do the payroll for the Council – documentation seen, and payments approved at meetings under Finance and Procedure Example minute November 2021 Minute reference 5.6
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	a) Yes b) Yes		Payroll is outsourced to PATA – confirmation of payroll summary from July to January 2022 viewed showing PAYE/NI
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	N/A	Annual Governance Statement Assertion 1	Clerk and Councillors are reimbursed on presentation of a receipt and authorisation at meetings as per Expenses Policy.
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	a) Yes b) No but	Annual Governance Statement Assertion 3	Clerk has declined to join NEST scheme that was offered by the Council – previously stated that this was not minuted
5.6	Is Council a) registered with the Pension	a) Yes		Yes registered March 2021 minute reference 5.7 April Minutes 2021

<p>Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)</p>	<p>b) Yes</p>	<p>Annual Governance Statement Assertion 3</p>	
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6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	<p>Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)</p>	N/A	Annual Governance Statement Assertion 1	
6.2	<p>Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)</p>	No but ...	Annual Governance Statement Assertion 1	<p>Internal audit has taken place prior to the end of the year, however Council will review when accounts completed in March for the end of year. Noted that this is to be done at the April 2022 meeting</p>

6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)	Yes	Annual Governance Statement Assertion 1	Minute reference 5.6 April meeting On website
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes	Annual Governance Statement Assertion 3	Minute Reference 5.3 April meeting On website
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	Minute reference 5.4 April meeting On website
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	Published on website
6.7	Did council correctly provide for the	Yes		Reported in minutes minute reference 11.3 May meeting

	exercise of public rights? (Objective M)		Annual Governance Statement Assertion 4	On website
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	April 2021 minute reference 5.2
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	N/A	Annual Governance Statement Assertion 7	

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Yes	Recommend a privacy policy is put in place for staff and councillors Annual Governance Statement Assertion 3	Privacy Policy in place and on the website for Public
7.2	Is the Council a Managing Trustee?	No		

			Annual Governance Statement Assertion 9	
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	N/A	Annual Governance Statement Assertion 9	
7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 3	Clearly on website
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	February 2022 minute reference 6.4
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	N/A	Annual Governance Statement Assertion 3	

8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPIs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 3	Interests are on every minutes – none declared so far On website in draft form within time Signed minutes seen during zoom meeting March 7 th 2022 May 2021, July 2021, October 2021 and February 2022
8.2	List of members' responsibilities (Objective L) and interests held and published on the website?	a) Yes b) No but	Annual Governance Statement Assertion 3	Current Councillors listed on website – council currently has 5 vacancies Tewkesbury Borough Council's monitoring officer does not allow publication
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	On Website
8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	On Website

Travel and Expenses Claim

Name JULIE SHIRLEY

Address

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Notes
01/02/2022		February Home Office Allowance (electricity, broadband, heating)				£6.00 per week £24.00
01/03/2022		March Home Office Allowance (electricity, broadband, heating)				£6.00 per week £24.00
12/02/2022		GiffGaff monthly PAYG top-up				£5.00 £1.00 £6.00
12/03/2022		GiffGaff monthly PAYG top-up				£5.00 £1.00 £6.00
13/02/2022		Web hosting + emails 13/02/22-13/03/22				£5.00 £1.00 £6.00
13/03/2022		Web hosting + emails 13/03/22-13/04/22				£5.00 £1.00 £6.00
19/02/2022	Longford	Village Hall - Defib training	8			£3.60 £3.60
24/02/2022	Longford	Playing Field - check repairs	8			£3.60 £3.60
28/02/2022	Down Hatherley	Tree nursery for Sivell Close and Playing Field	10			£4.50 £4.50
19/03/2022	Longford	Allotment work party	8			£3.60 £3.60
21/03/2022	Longford	Allotment meet contractor	8			£3.60 £3.60
07/03/2022		Donation to Unicef for Ukraine				£250.00 £250.00
TOTAL						£340.90

I certify that:

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....