

TWINNING RECHARGING POLICY

The following was agreed by Pontypool Community Council in October 2012 as its definitive policy when making arrangements for twinning visits and the procedures to be followed for the recharging of costs incurred by the council.

1. Exact dates of twinning trips to be ascertained as soon as possible after the Annual Meeting of the Council
2. Insurance to be booked at the same time as the tickets in liaison with individuals who must be responsible for their requirements if over and above normal arrangements
3. Arrangements for booking of flights and hotels and any purchase twinning related to be put before the Policy & Finance Committee with a minimum of three quotes unless in an extreme emergency whereby the Chairman and Vice-Chairman of Policy & Finance are given plenary powers to make a decision, but still three quotes to be provided in accordance with the Council's financial regulations and procedures.
4. Charges for flights for those consorts accompanying members of the Council to be recharged
5. Charges for accommodation where rooms are shared with members of the Council not to be recharged unless there are significant additional costs attributable to the partner of the member
6. Pontypool Community Council will only be responsible for paying for costs of transport such as flights, taxis and minibuses for approved members of the Council/Youth Council.
7. Costs of transport such as taxis and minibuses for those consorts accompanying members of the Council not to be recharged.
8. Tickets to be purchased to enable transfer of names, if possible, providing that the costs are not prohibitive
9. In **no** circumstances is the Council to pay for flights or accommodation for individuals not attending on behalf of the Council except for consorts.

10. Wherever possible the Finance Officer to pay the Hotel accommodation prior to a twinning trip subject to it being approved by Council.