



# Old Parish Council

## Expenses Policy

### November 2021

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#### **Policy statement**

It is the aim of Old Parish Council that no employee or member be financially disadvantaged when representing the Parish Council.

The Council's policy is to reimburse Councillors and employees for reasonable Council business-related expenses. All claims for reimbursement must be made in line with this policy.

Reimbursable expenses are defined as costs incurred whilst wholly conducting legitimate Council business activities.

The purpose of the policy is to enable Councillors and employees to claim for, and to be reimbursed for, these expenses and not to make a profit on such claims.

#### **Clerk's expenses**

The Clerk will be able to claim the following expenses when supported by receipts:

- stationery, postage and printing costs and other office consumables.
- reasonable sums to cover the costs of space, lighting, heating and electricity arising from the Clerk's use of home for Council business. This will be set at £18.00 per month for 2021 to April 2022.
- any additional premium required by the Clerk's own home insurance provider in respect of the Clerk's private premises being the main place of work.
- all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- travelling and associated travel expenses or journeys on Council business – to include mileage at the current non-profit making rate of 45p per mile.
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business, provided they have been approved by Council.

#### **Councillors' expenses**

Parish Councillors are unpaid and do not receive an annual allowance. They are entitled to claim the following expenses when supported by receipts:

- travelling and associated travel expenses on journeys on Council business – to include mileage at the current non-profit making rate of 45p per mile.
- items purchased specifically at the direction of the Council. Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk.
- other expenses, provided they have been approved in advance by the Council.

## **Procedure**

Expenditure must be pre-approved by a majority at a main meeting of the Council ('approvers'). Expense claims and receipts must be submitted within 90 days of expenditure. Expense claims will be approved by a majority at each main meeting of the Council and paid on or before the end of the month in which the meeting is held.

In order for expense claims to be approved, all claims should be supported by legible scanned images of receipts or the receipts themselves. Where a receipt has not been obtained, is unclear, or has been lost, a note of explanation should be included.

Internal procedures are periodically audited. Any failure to follow this policy when claiming expenses may lead to increased tax charges and may result in disciplinary action.

## **Responsibilities**

It is the joint responsibility of the expense claimant and the approvers to:

- ensure that the expense claimed is in line with the Expenses Policy; and
- ensure that expense claims are accurate, include sufficient information on the nature of expenses, and are properly supported by evidence of the spend.

Expense items that are not compliant with the Expenses Policy will be rejected and will not be reimbursed. By approving expenses, the approvers are confirming the accuracy and validity of the claims submitted, as well as compliance with this policy.

The Chair of the Council is responsible for ensuring that this policy is adhered to.

Approved by Council on 10<sup>th</sup> November 2021. Date for next review: March 2022.