

Wortwell Parish Council

Expenses Policy

Adopted: February 2018
Reviewed: June 2023
Next Review due: June 2025

Objective

The Council will make reimbursement for all or some of the expenses that the Clerk, the Chair and other Councillors may incur in performing the duties required by the Council.

Policy

1.1 Interpretation: For the avoidance of such ambiguity, interpretation rests in descending order of precedence, in the Council's Standing Orders, the Council's Financial Regulations, Employee contracts, this policy.

1.2 Management responsibility: For the purpose of this policy the employee's line manager is the Clerk, or where the employee is the Clerk, then the line manager shall be the Chair or vice Chair.

1.3 Authorisation: Claims will be met provided that they are:

- Submitted within 2 months of the expenditure being incurred
- Properly incurred, agreed and approved by the Council, and authorised by the appropriate line manager
- Correctly calculated. Mileage rates used will be those published from time to time by HMRC and will be calculated using IP20 0EF as the 'home' point. The first 10 miles of official business in any calendar month is excluded.
- Supported by vouchers appropriately dated, save that a claim may include an un-receipted element to a maximum of £5 or 10% of the claim (whichever is the greater) at the discretion of the authorising line manager.

1.4 Payment: All payments, irrespective of the amount, shall be by cheque or BACS payment.

A. Councillor's Expenses

A.1 Allowance: Councillors, including the Chair, are unpaid and may not receive an annual allowance; nor shall any Councillor receive any ex-gratia payment or other gratuity in respect of office or duties performed.

A.2 Travel expenses: Councillors may claim the following expenses.

- Travelling and associated travel expenses on journeys on council business to include mileage, toll fees and parking
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that such expenses are receipted and approved by the Council

- Operating expenses: Councillors may claim the following expenses being limited to:
- Postage and stationery
- Other 'project' related expenses authorised by the Council

B. Clerk's Expenses

B.1 Travel expenses: The Clerk may claim the following expenses:

- Travelling and associated travel expenses on journeys on Council business to include mileage, toll fees and parking
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that such expenses are receipted and approved by the Council
- Operating expenses: The Clerk may claim the following expenses subject to a maximum limit (to be agreed from time to time by the Council) that may, subject to agreement, include any of the following:
 - Purchase of office consumables including stationery
 - Contribution for use of the employees own telephone line and Internet / broad band
 - Contribution for use of the employees own IT equipment including but not limited to computer hardware, peripheral equipment and software
 - A sum to take into account the use of space, lighting, heating and electricity due to working from your home (at the rates established using HMRC rules as revised from time to time)
 - Additional Insurance costs

C. Employees (other than Clerk) Expenses

C.1 Travel expenses: Employees may claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage, toll fees and parking
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that such expenses are receipted and approved by the Council

C.2 Operating expenses: The employee may claim the following expenses being limited to:

- Postage and stationery
- Other 'project' related expenses authorised by the Council

General

2.1 Complaints: Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.