

# THORNHACKETT PARISH COUNCIL

## Expenses Policy (Parish Clerk and Councillors)

The aim of this policy is to set out for Councillors and the Clerk what can be claimed for in the pursuance of their responsibilities as Councillor and Clerk

### 1. Purpose

This policy sets out the guidelines for the reimbursement of mileage, travel expenses incurred and pre-approved general expenses while carrying out approved duties on behalf of the Parish Council.

### 2. Parking, Mileage and Public Transport Expenses

Parish Councillors and the Parish Clerk are eligible to claim mileage and travel expenses incurred whilst on Parish Council approved business as stated below:

- Parking fees incurred.
- Mileage incurred for travel where the destination is outside the Parish Boundary.
- Public Transport costs for travel, where the destination is outside the Parish Boundary.
- Where public transport is used, the most cost-effective and practicable means should be chosen.
- Receipts or valid proof of travel must be submitted with the claim.

### 3. Mileage Allowance

- Mileage will be reimbursed at the rate set annually by the Parish Council, in line with HMRC (His Majesty's Revenue and Customs) approved rates.
- Mileage claims should be based on the shortest practicable route between home or starting point and the meeting or event location.
- The claimant must provide a record of the journey, including the date, purpose, start and end locations and total miles travelled.

### 4. Insurance for Private Car Use on Council Business

- The Council Insurance Policy does not cover private car use on Council business for Councillors. Councillors should therefore ensure that the liaise with their car insurance company to ensure that they have suitable arrangements in place.

### 5. Submission of Claims

- Claims should be submitted within 90 days of incurring the expense.
- A completed claim form, with all the required receipts and documentation, must be submitted to the Parish Clerk.
- Claims will be reviewed and approved by the Parish Council during the next scheduled meeting.

### 6. Approval and Payment

- All claims are subject to approval by the Parish Council.
- Approved claims will be paid by bank transfer or cheque within 30 days of approval.

### 7. Subsistence costs whilst carrying out Parish Council Activities or Business

- The criterion for payment of subsistence is that during the course of carrying out activities/duties on behalf of the Parish Council, the Parish Clerk/Councillor will have had to incur additional expenditure on the purchase of a meal and that they will have been prevented from following their normal meal arrangements.
- The current allowance for food reimbursement is £10.00. Any expenditure above this rate will be funded by the Parish Clerk/Councillor.
- Valid receipts must be attached to the claim form.

#### **8. General Expenses - purchases made by Parish Clerk/Councillor with Special Responsibility on behalf of the Parish Council**

- This type of expense generally relates to purchases made mainly by the Parish Clerk on behalf of the Parish Council in connection with their duties – e.g. printing paper, stamps, printer ink, general stationery.
- Receipt evidence of purchase is required.
- Any amount above £25.00 must have permission of Councillors and not in connection with normal operational administrative duties.
- Expenses for items required to carry out official Parish Council duties by Councillors with Special Responsibility (e.g. paper, printing) may be reimbursed if they have been authorised and on completion of a claim form.

#### **9. Training and Courses**

- The Parish Council will pay the fees for training courses and conferences and associated travel costs approved by the Parish Council in advance.

#### **10. Review and Amendments**

- This policy will be reviewed every 3 years, or earlier should the need arise, by the Parish Council and may be amended as necessary to reflect changes in legislation or Council decisions.

#### **11. Compliance**

- Parish Councillors are expected to comply with this policy and ensure that claims are accurate and for genuine expenses incurred in the performance of their duties.

**Adopted: 15<sup>th</sup> October 2025**

**Date of next Review: October 2028**