

Expenses Policy

Adopted: 3 April 2018

Reviewed: 2 October 2023

Next Review: September 2024

Chilbolton Parish Council will reimburse any expenses actually and necessarily incurred by the Clerk, the Chairman or Councillors in performing the duties required by the Council. It is the aim of Chilbolton Parish Council that no member will be financially disadvantaged when representing Chilbolton Parish Council.

1. Clerk's Expenses

The Clerk will be paid £27/month to cover

- internet/broadband
- travelling and associated travel expenses on journeys on council business within the parish

and £11/month to cover

- the use of the Clerk's home for council business (eg. extra costs of insurance, heating, lighting and electricity)

Reimbursement of the following will be paid in full for

- stationery, postage and printing costs and other office consumables
- subsistence which may include overnight accommodation and meals incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.
- And travelling and associated travel expenses on journeys on council business outside the parish to include mileage at current HMRC rates (currently 45p/mile) and parking.

2. Chairman and Councillor Expenses

Chilbolton Parish Council does not pay a basic allowance to the Chairman or councillors.

The Chairman and councillors will be able to claim expenses for

- travelling and associated travel expenses (inc. subsistence) when carrying out duties outside the parish approved by the council, or anything so approved for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties. This includes attendance at training courses.
- Allowances in respect of travel will be Inland Revenue non-profit making rate, currently 45p/mile.
- Councillors may be reimbursed for purchases made on behalf of the Parish Council as long as they were made with the mandate and prior approval of the Council.
- Reimbursement of other costs, including stationery, postage and printing, may be made if they represent a significant expense (more than £5) In accordance with the Parish Councils Financial Regulations. This does not include printer cartridges.

3. Applications for reimbursement

Claims for reimbursement should be made to the Clerk within 2 months of expenditure and will be approved for payment at the next full council meeting. Except for mileage, all expenses must be supported by a VAT receipt, including car parking and other information sufficient to verify the claim.