



NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL TRAVEL & EXPENSES POLICY



Policy adopted by Council on 23rd June 2017 – minute reference 103/8 (FSC)

Newton Popleford and Harpford Parish Council will promptly reimburse all of the reasonable expenses that the Clerk, the Chair or Councillors may meet on its behalf when incurred in performing the duties required of the Council.

Expense claims should be submitted promptly after the expenditure is incurred and as a minimum at least on a quarterly basis. Any expenses older than 6 months may not be approved or reimbursed.

Specific limits are not set. However, employees and member are asked to keep expenditure to a reasonable level, befitting a small Parish Council. A good approach is for employees and Members of Council to imagine that the cash they are spending is their own. The Parish Council reserves the right to refuse claims it believes to be excessive.

1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- a. Travelling and associated travel expenses on journeys on council business to include mileage at current rates and parking. Mileage is calculated from the Parish boundary to the location of Parish business. The number of trips to the Parish should be minimised by combining a few tasks / convened meetings in one trip, as far as possible, though, occasionally, there may be an urgent need for the Clerk to visit the Parish.
- b. Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that trip has been authorised in advance by the Chairman, Chair of Finance or Chair of Policies and Personnel, expenses must be supported by receipts and approved by the Council.
- c. Contribution towards the cost of computer or other office equipment.
- d. Stationery, postage and printing costs and other office consumables.
- e. Reasonable sums to cover the extra costs of insurance, heating, lighting, electricity and telephone line and internet/broadband arising from the Clerk's use of home for council business.

2. Councillors Allowance

All Parish Councillors are unpaid and do not receive an annual allowance.

3. Councillor's Expenses

a. Travel and subsistence

Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties (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).

Councillors will not receive expenses for attendance at any meeting of the Newton Popleford and Harpford Parish Council or any work within the Parish.

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3a. Continued

Where possible, attempts will be made to minimise expenses by sharing transportation.

The rates of the allowances in respect of travel shall be as follows: All Vehicles: Inland Revenue published rate (currently 45p per mile). Carrying a passenger, who is also on Parish Council business, entitles claimant to receive an additional allowance of 5p per mile.

Claims should be made on the appropriate forms available from the Clerk and be accompanied by receipts, if appropriate.

In an emergency, such expenses may be approved after the event.

b. Stamps and stationery for Parish purposes

Members may obtain these from the Clerk.

c. Items purchased specifically at the direction of the Council

These shall be reimbursed. Claims shall be made on the appropriate forms available from the Clerk. Members shall endeavour to obtain a VAT receipt in the name of the Council and pass this on to the Clerk.

d. Other expenses

Members will be expected to provide documentary evidence for items spent on Council-related costs.