

## Expenses Policy

**Last Reviewed: 23<sup>rd</sup> August 2021**

As adopted 13<sup>th</sup> September 2021

Minute ref: 87/21

### Introduction

Hunts Grove Parish Council will make reimbursement for all or some of the expenses the Clerk and other staff, and the Chair or Parish Councillors may meet on its behalf when incurred in performing the duties required by the Council, such as attending training or meetings on behalf of the Council.

All expense claims must be submitted using the Travel and Expenses Claim form and accompanied by receipts.

### Staff Expenses

Employees of the Parish Council will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Parish Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- A fixed rate for expenses associated with home-working as set out by HMRC. This has been set at £6.00 per week by HMRC and is un-receipted. To be paid monthly.

### Chair’s Expenses

The Chair can be allocated a small annual allowance to defray the expenses of his/her office, for example attending lunch with a neighbouring parish council chairman. In 2021/22, this budget was zero.

### Parish Councillors’ Expenses

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by the Parish Council.

Parish Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- For the purpose of making mileage claims, councillors are permitted to claim for “allowable journeys” only – made with the prior approval of the Parish Council.
- All claims are to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Parish Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Parish Council