

Oakthorpe, Donisthorpe & Acresford Parish Council



EXPENSES POLICY

Oakthorpe, Donisthorpe & Acresford Parish Council will make reimbursement for all or some of the expenses of the Clerk, other staff, and the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

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

1. Clerk (and staff) Expenses

The Clerk will be able to claim the following expenses:

Travelling and associated travel expenses on journeys on council business to include mileage at current National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking. This does not include travel to/from workplace.

- 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.
- Small purchases such as postage or supplies in accordance with Financial Regulations.

2. Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his/her office.

In 2021/22 an amount of £100 was set in the budget.

3. Councillor's Expenses

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

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on 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 Council.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council. Emergency purchases (e.g., for health and safety reasons) can occur with approval from the Clerk on purchases under £500. These must be reported at the next full council meeting.

Version number	Purpose/change	Author	Date
0.1	Initial draft	KG	19.07.21