

# **LAMBOURNE PARISH COUNCIL EXPENSES POLICY**

With effect from the 18th October 2017, UPDATED 2019, 2020, 2021, 2022, 2023, 2024

This policy is approved by full council and may only be amended by full council.

It is the choice of individual members as to whether they claim expenses. As a rule councillors should not be 'out of pocket' as a result of their duties.

## **Travel Expenses**

Councillors may claim travel expenses when carrying out approved duties on behalf of the Council. Approval should be sought from the council in advance. Such duties may include attending training courses or representing the council at meetings held outside the parish. In an emergency, such expenses incurred may be approved after the event.

This policy shall apply equally to all staff along with councillors, whether they are elected or co-opted.

Mileage rates will be NJC approved rates applicable at the time.

Related travel expenses such as car parking and road tolls will be reimbursed on production of a receipt. On the occasions when it is not possible to produce a receipt, an explanation should be written on the claim form and the form countersigned by the appropriate signatory.

Claims must be made by completing the expenses claim form, available from the clerk, within 3 months of the date the expenses were incurred.

Expenses claim forms must be counter signed by the Chairman or Vice Chairman.

In respect of all claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency to minimise claims.

It is the responsibility of each councillor to notify the council of any material change in the information held by the council and relevant to the processing of claims (eg change of address or vehicle details).

Members using their own vehicles must ensure they are adequately insured. Members must be aware that such expenses may be taxable and must make their own provision.

### **The following will be excluded from payment:**

- Attendance at social events unless the Parish Council deems it proper for a councillor to attend.
- Attendance at a meeting of an outside body for which travel and other expenses are paid for by that body.
- Attendance at any meeting of Lambourne Parish Council, or for any work within the parish.

## **Reimbursement for sundries**

All other expenses such as, telephone calls, printing costs, stationery, stamps etc will be reimbursed on completion of the expenses claim form, supported by receipts. On the occasions when it is not possible to produce a receipt, an explanation should be written on the claim form and the form countersigned by the appropriate signatory.

### **Clerks Expenses**

The Clerk may claim expenses for:

- Purchase or use of office equipment.
- Purchase of office consumables.
- Connection, rental or use of telephone line and internet/broadband.
- A sum to take into account the use of space, lighting, heating and electricity due to working from home.