



## Expenses Policy

CP09

Authorised & Adopted: GRENDON UNDERWOOD PARISH COUNCIL  
Authorisation & last review as shown in the Policy Review Record CD08A

CHANGE LOG	
26 <sup>th</sup> May 2020	Adopted by resolution of full Council at a properly constituted general meeting held 26 <sup>th</sup> May 2020

### I PURPOSE

Grendon Underwood Parish Council recognises that, under certain circumstances, it will be necessary for some of its business to be carried out at other locations. It is the aim of Parish Council that no employee or Member shall be financially disadvantaged when representing the Parish Council or carrying out business on its behalf.

This Policy provides the framework within which Council will effectively manage and conduct its administrative arrangements in relation to the reimbursing of all or some eligible expenses incurred by an employee or Member in performing the duties required by the Council such as to ensure the timely and efficient compliance with its obligations and to deliver its duties in regard to the expectations of the residents of the Parish.

It lays out how Councillors and council employees are expected to abide by its requirements for transparency and accountability.

Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in this Policy but confirm that, in any event, those requirements apply whether or not they are incorporated herein.

This Policy has been drawn up within the context of the Parish Council's Freedom of Information Policy and its Data Protection Policy and every effort has been made to ensure this Policy is consistent with other Council Policies where relevant.

### NOTES:

- Where the word "councillor" is used, unless the context suggests otherwise, the meaning is intended to include non-councillors, with or without voting rights, and council employees.
- A 'co-opted member' is a person who is not an elected member of the Council but who has been co-opted onto the Council, or a committee or sub-committee properly constituted by Council, by a majority of elected Councillors at a properly constituted meeting of Council and who is entitled to vote on any question that falls to be decided at any meeting of Council or that committee or sub-committee.
- A 'meeting' is a properly constituted meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to a Member of the Council includes a co-opted member of the Council.
- Where gender specific wording is used, meaning is intended to be gender neutral.

II **SCOPE** – shall apply to all Council Members and employees.

### III POLICY

#### (a) GENERAL

- Expenses will only become payable when claimed on the Council Expense Claim Form
- Expenses will only become payable when accompanied by receipts where practicable.
- Expenses will only become payable for expenses directly related and wholly incurred for council business.
- Expenses will only become payable when authorised by Council prior to such expenses being incurred
- Expense claims must be verified by full Council at each main meeting of the council.

#### (b) CLERK'S EXPENSES

The Clerk will be able to claim the following expenses subject to the general conditions above:

- stationery, postage and printing costs and other office consumables

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- all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.<sup>2</sup>
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council.

NOTE: Council provides a place of work for employees to avoid any expenses arising from working from home. However, should this be unavoidable, the following expenses may become eligible:

- reasonable sums to cover the extra costs of space, lighting, heating and electricity arising from the Clerk's use of home for council business. This will be set at the Inland Revenue limit for "additional household expenses" for employees of £4.00 per week or £18.00 per month for 2016-17 <sup>1</sup>
- any additional premium required by the Clerk's own home insurance provider in respect of the clerk's private premises being the main place of work.

## **COUNCILLOR EXPENSES**

Parish Councillors are unpaid and do not receive an annual allowance. They are entitled to claim the following expenses when supported by receipts:

- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.<sup>2</sup>
- items purchased specifically at the direction of the Council. Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk.
- other expenses provided they have been approved in advance by the Council.