

Expenses Policy (Councillors and Parish Clerk)

Policy Intent

The purpose of Woodmansey Parish Council's Expenses Policy is that Councillors / The Parish Clerk should not be placed at a financial disadvantage because they are carrying out Parish business. In general, this will cover three areas:

- Travel on Parish Council activities or business
- Subsistence costs whilst carrying out Parish Council activities or business
- General Expenses – purchases made by Councillors / Parish Clerk on behalf of the Parish Council

Procedure

All expenses claims should be recorded on the appropriate section of the Parish Council Expense Claim Form (Appendix 1). The form should be submitted to the Parish Clerk and will require authorisation by the Parish Chair, or by delegated authority (in the absence of the Parish Chair) by the Vice-Chair before any reimbursement is made.

Reimbursement of expenses will be made within two months of submission by means of cheque.

Submission Dates

It is expected that all business-related expenses must be submitted for approval to the Parish Chair via the Clerk within a three-month period from the date the expense was incurred. Any submissions outside of this time frame should be exceptional and will need to be approved by the Parish Chair and the Parish Vice Chair (as Seconded).

1 Travel on Parish Council activities / business

General

The Parish Council will pay travelling allowances based on the cost of public transport, or car mileage whichever is the least cost. Where car mileage is paid this will be in accordance with the allowance as prescribed by the National Scheme of Conditions of Service (and subsequent variations) at the time of the travel expense claim.

Note: As of December 2019, 45p per mile is the tax-free mileage allowance for the first 10,000 miles in the financial year – it's 25p per mile thereafter.

The Parish Clerk cannot claim mileage for any journey to 'Ordinary' or Annual Parish Meetings as for the purposes of this meeting Woodmansey Village Hall is considered to be the Clerk's place of work, and therefore travel to the Hall will be regarded as personal mileage or 'home to work' mileage.

Any variance on the above (ie extraordinary meetings outside of the 'Ordinary' / Annual meetings) must be approved by the Parish Chair (or by delegated authority, the Vice Chair, in the Chair's absence).

Fuel Receipts

In accordance with HMRC guidelines, claims for car mileage must be supported by a VAT receipt – it is not necessary for the receipt to be in connection with the mileage claim, but where possible should be within a one-month time frame of the journey.

Insurance

It is expected that where Councillors / Parish Clerk are using their own vehicle for Parish Council business their insurance policy provides appropriate cover for this type of journey in the event of an accident.

Alternatively, an insurance waiver form can be signed by Councillors / Parish Clerk confirming that no claim will be made against the Parish Council in a car accident whilst carrying out Parish duties. For the avoidance of doubt the Parish Council will not be responsible for insurance cover for Councillors / The Parish Clerk and any claims for mileage are made under this implicit understanding.

Driving Licence Checks

It is expected that any Councillor / Parish Clerk making a mileage claim will have a full and valid driving licence. The Parish Council will expect Councillor(s) / the Parish Clerk to provide evidence of this by means of providing the original (photograph) licence card for photocopying by the Parish Clerk. This copy will be kept securely by the Parish Clerk and not provided to any third party without permission from the Parish Chair.

It is the responsibility of the employee to notify the Parish Clerk or Parish Chair should they be disqualified from driving as soon as possible.

Insurance Checks

As well as checking driving licences on an annual basis, the Council will request up-to-date copies of insurance certificates showing that employees are covered to use their vehicle for business purposes. A copy of the insurance certificate will be placed on the employee's personnel file until its expiry, at which point the employee will be requested to provide the new certificate.

Use of Public Transport

The Parish Council is committed to supporting the reduction of any carbon footprints in its operations, and therefore supports the use of public transport by the Councillors / Parish Clerk where possible / practical

Where an expense claim is made by Councillors / Parish Clerk with regard to the use of public transport in connection with their Parish Council activities, evidence of travel should be provided where public transport is used (rail or bus tickets) and attached to the expense form.

The cost of taxis may be reimbursed where the Parish Chair is satisfied their use is considered essential.

2 Subsistence costs whilst carrying out Parish Council activities or business

Criteria

The chief criterion for payment of subsistence is that during the course of carrying out activities / duties on behalf of the Parish Council, the Councillor / Clerk will have had to incur additional expenditure on the purchase of a meal and that they will have been prevented from following their normal meal arrangements.

The current allowance for food reimbursement is £10.00. Any expenditure above this rate will be funded by the Councillor / Parish Clerk.

Please note: to be able to claim any monies for the allowances listed below, valid receipts **must** be attached to the relevant claim form.

Overnight Accommodation

Before Councillors can claim overnight accommodation, prior approval is required from the Parish Chair in writing and explaining the requirement on behalf of the Parish Council.

Arrangements for overnight accommodation should be actioned by the Parish Clerk who will be expected to source an appropriate venue taking into account the expenditure of public monies. Subsistence allowances as defined above will be reimbursed, provided that original receipts are attached to the claim form showing the actual cost.

3 General Expenses – purchases made by Councilors / Parish Clerk on behalf of the Parish Council

This type of expenses generally relates to purchases made mainly by the Parish Clerk on behalf of the Parish Council in connection with their duties – ie printing paper, printer ink, general stationery, postage stamps.

Receipt evidence of purchase is required in all circumstances of any purchase.

Permission must be obtained from Councillors where any purchase is above the amount of £20.00 and not in connection with normal operational administration duties.

Parish Councillors should also use this procedure for purchases relating to the activities / business of the Parish Council, where approved (and recorded) by Councillors in the relevant Parish Meeting

Date Revised and Approved by the Parish Council – December 2019 Parish Meeting

**Woodmansey Parish Council
Expenses Policy
Appendix 1**

Expenses Claim Form

Name of Parish Councillor / Parish Clerk making the Claim

Travelling Expenses

Use this section to reclaim costs associated with any travel undertaken on behalf of the Parish Council, including use of personal car, and travelling on public transport

Car / Bus / Train / Taxi	Date of Journey	Point of Commencement	Location Visited	Reason for Journey	Total Mileage	Total Cost of Travel (Train / Bus / Taxi)

Other Expenses

Use this section to reclaim costs subsistence and general expenditure in connection to Parish Council duties / activities

Date Expense Occurred	Type of Expense	Reason for Expense	Total Amount Spent

Authorised by: (Name, Date and Signature)

