

Tur Langton Parish Council

Travel and Expenses Policy

It is the aim of Tur Langton Parish Council that no member or employee will be financially disadvantaged when representing the council.

Tur Langton Parish Council will make reimbursement for all or some of the expenses the Clerk, Chair or Councillors may meet on its behalf when incurred in performing the duties required by the council.

1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- a. Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking, provided that these expenses have been approved by the Council. The clerk will not receive expenses for attendance at any meeting of Tur Langton Parish Council or any work within the parish.
- b. Other expenses, which may include overnight accommodation, meals and fares incurred in the performance of council business, provided that these expenses have been receipted and approved by the Council.
- c. The clerk may be reimbursed for purchases made on behalf of the Council (but see 1g below regarding purchases from petty cash), provided that these expenses have been approved by the Council. The clerk will obtain a VAT receipt in the name of the Council and submit this with the expenses claim.
- d. Expenses described in 1a – 1c above will only be paid when agreed in advance by the full Parish Council meeting or if this is not possible by the chair and ratified at the next full Parish Council meeting.
- e. In exceptional circumstances, the cost of telephone calls made by the clerk from home on council business. The Council has a dedicated Pay As You Go mobile phone, topped up from petty cash and the clerk will normally use this for calls. Examples of exceptional circumstances include lack of phone signal or calls to numbers where the cost is considerably higher from a mobile phone. All claims for telephone expenses must be supported by an itemised bill clearly identifying the rental/calls that make up the amount claimed.
- f. A sum to take into account the use of space, lighting, heating and electricity due to working from home. (rate to be agreed by the full council and reviewed annually)

For the avoidance of doubt

- g. Purchases of office consumables, stationary, printing costs, copying and postage are to be made from petty cash.
- h. The clerk will not use the dedicated council mobile phone for personal calls
- i. Expenses will not be paid for attendance at Parish Council meetings or any other events in the village of Tur Langton

2. Chair's Expenses

The chair can receive a small annual allowance to defray the expenses of his or her office:

- a. Stationary, postage and printing costs
- b. Hospitality and gifts

3. Councillor's Expenses

Parish Councillors are unpaid and do not receive an annual allowance

a. Travel and Subsistence

- Councillors (including the chair) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties. Approved duties usually means the doing of anything approved by the Council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties.
- Approval for attendance at events / activities referred to above will normally be approved in advance at a full Council meeting, however in an emergency or if details of the event / activity come to light between meetings such expenses may be approved after the event.
- Parish Councillors will not receive expenses for attendance of any meeting of Tur Langton Parish Council or any work within the Parish
- Where possible attempts should be made to minimise expenses by sharing lifts.
- The rates of the allowances in respect of travel shall be as follows:

All vehicles: Inland Revenue approved limit (currently £0.45 per business mile)

b. Stamps and stationery

- Members may obtain these from the clerk

c. Items purchased specifically at the direction of the Council

- These will be reimbursed. Members will obtain a VAT receipt in the name of the Council and pass this to the clerk along with the expenses form on the approved form

d. Telephone expense - telephone costs necessarily incurred to allow councillors to carry out their role effectively may be reimbursed. All claims for telephone expenses must be supported by an itemised bill clearly identifying the rental/calls that make up the amount claimed.

4. General

- Applications for the reimbursement of the above expenses are to be made on the approved application form
- Mileage claims will be based on AA route finder and should be accompanied by a print out. Claims for other expenses should be accompanied by the receipt
- Applications for expenses must be submitted to the clerk within three months of the expense being incurred.