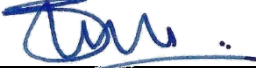




Griston Parish Council

POLICY 003 - EXPENSES

Revision	Date	Author	Approval
0 – Draft for Comment	12 December 2024	S Barber	n/a
Issue 1	7 Jan 2025		Council meeting 9 Jan 2025

This policy is to be reviewed and reissued by the end of March in each calendar year.

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1. Introduction

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

Griston 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.

2. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- a. Travelling and associated travel expenses for journeys on council business to include mileage at current HMRC 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 Griston Parish Council or a Committee, 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. Examples are office consumables, stationary, printing costs, copying and postage.
- c. The Clerk may be reimbursed for purchases made on behalf of the Council, 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.



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d. The cost of Training Courses.

e. Expenses described in 1(a) – 1(d) 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.

f. The cost of telephone calls made by the clerk from home on council business. All claims for telephone expenses must be supported by an itemised bill clearly identifying the rental/calls that make up the amount claimed.

The use of mobile contracts with 'inclusive or unlimited minutes' shall not qualify for reimbursement.

g. 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)

3. 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. Any gifts shall be recorded in the minutes of the next Council meeting.

4. 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 given 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.

Councillors will not receive expenses for attendance of any meeting of Griston Parish Council or any work within the Parish. Where possible attempts should be made to minimise expenses by car sharing. The rates of the allowances in respect of travel shall be as follows:

All vehicles: Inland Revenue approved rate.

b. Stamps and stationery

Members may obtain these from the clerk.

c. Items purchased specifically at the direction of the Council.



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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.

Examples includes materials for use in Council work parties, hire of equipment, etc.

d. Telephone expenses

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.

The use of mobile contracts with 'inclusive or unlimited minutes' shall not qualify for reimbursement.

5. Receipts

Receipts shall be supplied in all cases, and especially where VAT may be reclaimable, with the purchaser's name noted as Griston Parish Council wherever possible.

Original receipts are preferred, but copies, photographs and scans may be acceptable if originals are not available.

6. 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 Planner/Google Maps/Wayz and should be accompanied by a print out.

Claims for other expenses should be accompanied by the receipt; emailed and online receipts.

Applications for expenses must be submitted to the clerk within three months of the expense being incurred.