

# Holbrook Parish Council Expenses Policy

Holbrook Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chairman 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.

Travelling and associated travel expenses on journeys on Council business to include mileage at current NJC rates (currently 45p per mile) and parking. This does not include travel to and from Holbrook for normal Council business or to DALC training courses.

Subsistence which may include overnight accommodation and meals incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.

Contribution, worked out on a pro rata basis, towards the cost of computer or other office equipment. Stationery, postage and printing costs and other office consumables. Connection and rental of telephone line and internet/broad band and the cost of telephone calls made by the Clerk from home on Council business. Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for Council business.

All the above must be agreed in advance by the Council.

**2. Councillor's Expenses:** Parish Councillors are unpaid and do not receive an annual allowance.

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area (to be approved in advance): travelling and associated expenses on journeys on Council business to include mileage at current NJC rates and parking. For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the Council. All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt. (a VAT receipt where applicable.)

Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the mandate and prior approval of the Council.

Adopted 25<sup>th</sup> January 2017