



## **Expenses Policy**

### **Payment of Expenses to Parish Council Members & Volunteers**

#### **Travel Expenses**

Councillors, including co-opted Councillors, may claim travel and other expenses when carrying out **previously approved duties**. *Approved duties means doing anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.*

Travelling expenses will be reimbursed at the amount of 45p per mile\*, if using a private vehicle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. *Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.*

Car parking will be reimbursed.

Claims shall only be made on the appropriate forms available from the Clerk.

(The Clerk shall have delegated powers to authorise councillors' attendance at training events, subject to funds remaining within the yearly budget and set aside by the council and up to a limit of £25. per event. Such expenses incurred will be approved retrospectively after the event, at the next meeting of the council. Any expenditure in respect of training in excess of £25 per event must be approved by council prior to attendance.)

#### **The following will be excluded from payment**

- Attendance at social events unless the Parish Council deems it proper for a Councillor to attend as a representative of the Parish Council.
- Attendance at a meeting of an outside body, for which travel and other expenses are paid for by that body.
- Attendance at any meeting of Saltfleetby Parish Council, or for any work within the parish.

#### **Items purchased specifically at the direction of the Council**

These will only be reimbursed subject to the prior agreement of the council and on production of a valid receipt.

Members must endeavour to obtain a VAT receipt in the name of the Council for all such purchases, and this must be passed to the Clerk, together with the claim for reimbursement.

Claims shall only be made on the appropriate forms available from the Clerk.

#### **Other expenses**

Reimbursement of any other expenditure will only be by prior agreement with the council.

## **Member's allowances**

Saltfleetby Parish Council does not pay any basic members' allowance to elected Councillors.

## **Staff expenses**

Staff will be paid expenses as per their Contract of Employment.

## **Transparency**

- This policy will be publicised on the Parish Council Website.
  - Expenses paid to Councillors will be publicised at the end of each financial year.
- 
- *The rate for travelling expenses for members shall be set in accordance with the procedures stipulated in The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021)*

Policy adopted and approved by the Council on 6<sup>th</sup> February 2018 minute item 00726