

Langley with Hardley Parish Council

Expenses Policy

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Introduction

Langley with Hardley 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.

Purpose

The aim of this policy is:

- a. To ensure that expenses incurred by Councillors and the Clerk are reimbursed in a fair and timely manner.
- b. To ensure that costs and expenses are controlled by the Parish Council.

Clerk's Expenses

The Clerk will be able to claim the following expenses: -

- a. Travelling and associated travel expenses on journeys on parish council business, to include mileage at current HM Revenue & Customs expenses rates (see table below).
- b. Parking and toll charges may be claimed provided these were necessarily incurred.
- c. Subsistence expenses, which may include overnight accommodation and meals incurred in the performance of parish council business, provided that expenses are receipted and approved by the Parish Council.
- d. Stationery, postage and other office consumables against invoices/receipts submitted to the Parish Council.
- e. Sum of £18 per month to cover the extra costs of heating, lighting and electricity arising from the Clerk's use of home for council business. Based on HM Revenue & Customs guidance note EIM32815.
- f. Any additional insurance premium required by the Clerk's own home insurance for working from their own premises for council business.
- g. Professional membership fees (where relevant and agreed in advance with the Parish Council).
- h. Annual eye-testing fees (for employees who regularly use Display Screen Equipment). The Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Parish Council will contribute to the cost of an eye test if display screen equipment is used for a significant part of the Clerk's working day on parish council business. The Parish Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician. The Parish Council will only reimburse one eye test in any 12-month period. If the test reveals that spectacles are required for exclusively VDU work, the Parish Council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. The Parish Council will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his office in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003, Part 2, Reg 5: -
This allowance is intended to cover costs such as:

- a. Stationery, postage and printing costs.
- b. Phone calls.
- c. Hospitality and gifts.

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 when carrying out previously approved duties. Approved duties generally mean the doing of anything approved by the Parish Council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the Parish Council or any of its committees or working parties. Councillors will not receive expenses for attendance at any meeting of Langley with Hardley Parish Council or any work within the parish.

- a. Travel, mileage, parking and road toll expenses incurred on parish council business, and approved by the Parish Council, will be paid at the agreed HM Revenue & Customs expenses rate (see table below).
- b. For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – and with the prior approval of the Parish Council.

Stamps and Stationery

Parish Councillors may obtain these from the Clerk.

Items purchased specifically at the direction of the Parish Council

These shall be reimbursed. Claims shall be made on the Expenses Claim Form.

Travel Related Claims

The Parish Council has followed the guidance of HM Revenue & Customs in setting the following related expenses rates: -

Mode of Transport	Expenses Rates
Private car mileage	45p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
Additional passenger mileage in a private car	5p per mile per passenger
Motorcycle mileage	24p per mile
Bicycle mileage	20p per mile
Rail or bus fare	Reimbursement of cost (standard class) as shown on ticket
Parking	Reimbursement of cost as shown on ticket (only where no free parking is available within reasonable walking distance)

The Parish Council will not, under any circumstances, reimburse for penalty fines incurred due to speeding, unsafe driving or any other motoring offence, or for parking fines.

Parish Councillors and the Clerk are strongly advised to check with their insurance company that they are covered for trips made on behalf of the Parish Council.

Claims Process

- 1) Claims should be submitted on the Expenses Claim Form which is available from the Clerk or can be downloaded from the parish website under "Policies" heading.
- 2) Claims should be submitted within 2 months after the expenses have incurred along with VAT receipts if appropriate.
- 3) Receipts must be submitted for all travel and incidental expenses. Claims may be reduced accordingly if receipts are not submitted. Kindly note credit card slips are not VAT receipts.
- 4) The RFO will examine all expense claims submitted for reimbursement.
- 5) Reimbursement will be issued at the following Full Council Meeting.
- 6) Parish Councillors are reminded that they will need to disclose an interest in the Income and Expenditure item on the relevant meeting's Agenda and may be requested to leave the room whilst this item is discussed.

Langley with Hardley Parish Council

Expenses Claim Form

Personal Details

Date	
Full Name	
Address	
Telephone Number	
Email Address	
Preferred means of payment (please tick one)	Cheque <input type="checkbox"/> BACS <input type="checkbox"/>
Full name to appear on cheque	
For payment by BACS please provide:	Bank Name:
	Sort code:
	Account number:
	Account Name:

Details of journey and expenses

Date	Journey from/to	Mode and class of transport used	If car please state mileage	Amount
				£
				£
Total Mileage Claimed				£

Other Expenses

Date	Supplier	Details	Amount including VAT
			£
			£
Total Other Expenses Claimed			£
Total Mileage Claimed			£
Total Claimed			£

Claimant Signature:	Date:
Recommended by:	Date:
Approved for payment: Chairman of PC Meeting	Date:
Date payment made:	Minute reference number: