

Expenses Policy – September 2023

BUCKLESHAM PARISH COUNCIL

Ruth Johnson
CLERK, BUCKLESHAM PARISH COUNCIL

1. Introduction

This policy sets out the basis on which Bucklesham Parish Council Councillor's expenses will be paid, and the process for claiming.

The Parish Council does not expect Councillors to be out of pocket in respect of work carried out for the Council, and encourages all Councillors to submit claims for reasonable expenses incurred while carrying out their duties as a Parish Councillor for Bucklesham Parish Council.

2. Principles

Claims for, and payments of, expenses must be consistent with the following principles:

1. Expenses are refunds made by the Parish Council which the Councillor has needed to meet personally in order to carry out his or her Councillor duties. They are not payments for services.
2. Expenditure should be made by the most cost effective means available. Transport by train should be second class. Wherever possible travel should be booked sufficiently in advance to take advantage of the better value tickets available. Where this is not possible, a brief note of the reasons for extra expenses incurred should be attached to the claim form.
3. The expenses incurred must not be of a standard or nature which would constitute a personal benefit to the Councillor e.g. elaborate meals, first class rail travel.
4. Evidence must be provided that the expenditure has been incurred. Please note that our auditors require that every expense claim is fully supported with tickets and receipts.
5. Expenses are not allowable for the costs of partners who attend any event with a Parish Councillor.

3. Allowable expenses

The following are legitimate expenses:

1. The reasonable cost of travelling on Parish Council business (including taxi fares where necessarily incurred, and petrol allowances permitted by the HMRC before tax becomes payable).
2. The reasonable costs of childcare or dependent care, provided that it is agreed in advance, and in circumstances where a Councillor would otherwise be caused hardship or would be prevented from participating in a Parish Council meeting or other essential activity (please see section on child and dependent care below).
3. The cost of postage and telephone calls on Council business.
4. Communication support: translating documents into Braille for a blind Councillor, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment.
5. Providing special transport, equipment or facilities for a Councillor with a disability.
6. Reasonable overnight accommodation and subsistence while attending Council meetings or other essential events (e.g. specialist or voluntary sector conferences).

4. Process for claiming expenses

All expense claims in respect to attendance at Parish Council meetings and events should be submitted on a Parish Council expense claim form (see below) and sent to the Clerk together with receipts for all costs. Details of expenditure should be itemised (i.e. travel and accommodation given

separately) with the date for each. If in exceptional circumstances a receipt is not available, please ensure that you provide a signed note with an explanation and attach this to your claim form.

Expense claims should be made at regular intervals, and preferably every 3 months. All expenses for the current financial year should be claimed before 31st March in that year.

5. Child and dependent care

In order to allow for variable rates in child and dependent care costs, a rate of payment and the period for which care costs will be payable must be agreed in advance between the Councillor and the Clerk. Agreed costs will be paid to the Councillor upon presentation of an invoice or receipts.

6. Entertaining external parties

There may be occasional circumstances where costs will be incurred in entertaining external contacts on Council business. However:

(a) Entertaining expenditure must be agreed in advance by the Council

(b) Costs incurred in entertaining external contacts will only be reimbursed provided that the occasion is clearly one which benefits the Council, and therefore the Village, and not just the individual Councillor

(c) A separate form will need to be completed for these expenses (available from the Clerk). Please note that HMRC requires that entertaining claims must detail all attendees (names and organisation) at the meeting as well as the reason for entertaining.

7. Payment of expenses

All expenses will be paid by cheque.

8. Address for Trustee expenses claims

Mrs Ruth Johnson, Clerk to Bucklesham Parish Council
54, Levington Lane
Bucklesham
Ipswich
IP10 0DZ

01473 655149 / 07854 712 734

Adopted by the Parish Council at a meeting on: *6th September 2023*

Signed:

Ruth Johnson

David Brinkley

Ruth Johnson
Clerk

David Brinkley
Chair

Version Control

Date	Details	Next Review
1st September 2021	First Publication	September 2023
6th September 2023	Review	September 2027

Bucklesham Parish Council

Expense Claim Form

Name of Councillor making claim:

Period Claimed For: to

Details:

Date of Invoice	Description	Amount Claimed	Invoice Attached?

Mileage Claims

Date of Travel	Reason	Total Miles	Amount Claimed (miles x 45p)

Total Expenses Claimed: £.....

Signature:

Date:

