

EXPENSES POLICY

Purpose

It is the aim of Frampton Cotterell Parish Council that no member of staff or councillor will be financially disadvantaged when representing Frampton Cotterell Parish Council.

Frampton Cotterell Parish Council will make reimbursement for all or some of the expenses the Clerk, Chairman, Officers, or Councillors may meet on its behalf when incurred in performing the duties required of the Council.

1. Clerk's/Officer'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 HMRC rates (currently 0.45 pence) and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.
- Provision of computer or other office equipment.
- Stationery, postage and printing costs, and other office consumables.

2. Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his office: Stationery, postage and printing costs, hospitality, and gifts.

3. Councillor's Expenses

Parish Councillors are unpaid and do not receive an annual allowance.

(i) Travel and subsistence:

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties (approved duties generally 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.

Councillors will not receive expenses for attendance at any meeting of Frampton Cotterell Parish Council, or any work within the Parish.

Where possible attempts will be made to minimise expenses by sharing transportation.

The rates of the allowances in respect of travel shall be as follows:

All Vehicles: HMRC non-profit making rate (currently 45p per mile).

Claims should be made on the appropriate forms available from the Clerk and be accompanied by receipts, if appropriate.

Adopted at the Finance & Governance Committee Meeting held on 8th July 2021

Ratified at the Parish Council meeting held on 29th July 2021

Reviewed Finance & Governance Committee 5.10.2023

Ratification intended Council 26.10.23

Review May 2024

In an emergency, such expenses may be approved after the event.

(ii) Stamps and stationery

Members may obtain these from the Office.

(iii) Items purchased specifically at the direction of the Council.

These shall be reimbursed. Claims shall be made on the appropriate forms available from the Clerk. Members must obtain a VAT receipt, where applicable, in the name of the Council, where possible, and pass this on to the Clerk.

(iv) Other expenses

Members will be expected to provide documentary evidence for items spent on Council related costs.