

Tivetshall Parish Council

Expenses Policy

Tivetshall Parish Council will make reimbursement for all or some of the expenses the Clerk and other staff, and the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council. All expense claims must be submitted using the Travel and Expenses Claim form and accompanied by receipts.

1. Clerk (and staff) 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 National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking.

- 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.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- A fixed rate for homeworking as agreed by HMRC: This has been set at £6.00 per week by HMRC and is un-receipted. To be paid monthly if applicable

2. Chairman’s Expenses

The Chairman can receive a small annual allowance to defray the expenses of his/her office. In 2021-2022 an amount of £200 was set in the budget.

3. Councillor’s Expenses

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by Council. Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the parish:

- Travelling and associated travel 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 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. Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council.
- The Parish Council recommends that the mileage allowance remain at 45p per mile (for a

car) which is in line with HMRC recommendations.

- Travel expenses at a rate of 45p per mile on the first 10,000 miles per tax year may be claimed by Councillors and members of Parish Council groups travelling outside the parish-on-Parish Council business only.
- The Parish Council recommends that where a member is suspended or partially suspended, all or part of their allowance (this includes travel and subsistence allowances) should be withheld.
- A Parish Councillor / Chairman may choose not to receive all or part of any allowance.
- Parish councils are required to publicize their allowances in the normal manner on monthly financial reports and display on the website.