



# St Helen Without Parish Council

## Working for You

### Parish Council Councillor Expenses Policy

Approved 27<sup>th</sup> January 2025

**1. Purpose** This policy outlines the procedures for claiming and reimbursing expenses incurred by Parish Councillors in the performance of their duties. The aim is to ensure transparency, accountability, and fairness in the reimbursement process.

**2. Scope** This policy applies to all elected and co-opted Parish Councillors and covers legitimate expenses incurred solely in the execution of Council-related duties.

**3. Principles** Expenses will be reimbursed only when:

- They are necessary and reasonable.
- They are directly related to the Councillor's role and responsibilities.
- They are supported by valid receipts or evidence of expenditure.

**4. Eligible Expenses** The following types of expenses may be claimed:

#### 4.1 Travel Expenses

- Mileage allowance for using a personal vehicle for approved Council business, calculated at HMRC-approved rates.
- Public transport costs (e.g., bus, train) for attending approved meetings or events.
- Taxi fares where public transport is not available or practical (with prior approval).

#### 4.2 Subsistence

- Reasonable costs for meals and non-alcoholic beverages when attending meetings or events outside the Parish, provided these are not otherwise provided.

#### 4.3 Training and Development

- Fees for attending training courses, conferences, or seminars approved by the Council.
- Travel and accommodation expenses associated with approved training (with prior approval).

#### 4.4 Stationery and Office Supplies

- Reimbursement for items purchased specifically for Council duties (e.g., printer ink, paper) where Council-provided resources are unavailable.

#### 4.5 Communication Costs



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- Reimbursement for postage or phone calls related to Council business.

### **5. Ineligible Expenses** The following expenses are not eligible for reimbursement:

- Personal expenses not directly related to Council duties.
- Fines, penalties, or parking tickets.
- Alcoholic beverages or entertainment costs.
- Costs already covered by other bodies or allowances.

### **6. Claiming Process**

1. Councillors must complete an Expense Claim Form, detailing:
  - Date of the expense.
  - Nature and purpose of the expense.
  - Amount claimed.
2. Claims must be submitted within 45 days of the expense being incurred.
3. Valid receipts or evidence of expenditure must accompany all claims.
4. Claims will be reviewed by the Clerk to the Council and approved by the Council Chairman (or Vice-Chairman if the claim is from the Chairman).

### **7. Payment Process**

- Approved claims will be reimbursed via bank transfer.
- A record of all expense claims and payments will be maintained by the Clerk and made available for audit.

### **8. Monitoring and Review**

- This policy will be reviewed annually by the Parish Council.
- Any amendments must be approved at a full Council meeting.

**9. Breaches of Policy** Any fraudulent claims or misuse of the expenses process may result in disciplinary action, including referral to the relevant authorities.

**10. Approval and Adoption** This policy was adopted by St Helen Without Parish Council and will be reviewed annually or as required.

**11. Contact Information** For further clarification on this policy, please contact the Clerk to the Council.



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### St Helen Without Parish Council Expenses Claim Form

Claims must be supported by receipts (receipts not required if claiming petrol by mileage)

<b>Date of Claim</b>			
<b>Name:</b>			
<b>For Bank Transfer:</b>	Acct Name:		
	Sort Code:		
	Account No.:		

Date of Expense	Description of Expense	Amount	Receipt y/n
	<b>TOTAL</b>	<b>£</b>	

**Declaration** I declare that the expenses claimed are accurate and were incurred solely in connection with my duties as a Parish Councillor in accordance with the Council's Expenses Policy.

Councillor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Approval (For Office Use Only)

- Reviewed By (Clerk): \_\_\_\_\_ Signature: \_\_\_\_\_
- Date: \_\_\_\_\_
- Approved By (Chairman/Vice-Chairman): \_\_\_\_\_ Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

#### Payment Details

- Payment Reference: \_\_\_\_\_
- Date of Payment: \_\_\_\_\_