

HELMINGHAM PARISH COUNCIL

PARISH COUNCIL EXPENSES POLICY

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Introduction

The purpose of this Policy is to provide governance in the submission of claims for expenses that have been incurred in the course of Parish Council business. It outlines the procedures for Helmingham Parish Council (HPC) staff and councillors to follow when submitting such claims.

HPC will reimburse Councillors and employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business.

Councillors/employees should not be either financially disadvantaged or advantaged because of genuine Parish Council expenses.

Deliberate falsification of a claim or the evidence needed to make a claim will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

In all cases Councillors/employees should submit all invoices and receipts.

Clerk's Expenses

The Clerk may claim the following expenses:

- Traveling and associated travel expenses for journeys on council business.
- Subsistence, which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses are receipted and approved by the Council.
- The Parish Council also will pay a Contribution towards the cost of working from home. This is a taxable allowance and is paid through the PAYE system
- The Clerk/RFO will be reimbursed for purchases made on behalf of the Parish Council for: office consumables, minor items of stationary, printing costs, copying and postage.
- Any expense incurred must be accompanied by a receipt detailing the item purchased.

The Clerk/RFO is required to obtain a VAT receipt and submit it with the expenses claim.

Councillor's Expenses

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

Councillors may be reimbursed for travel and subsistence expenses when carrying out previously approved duties; approved duties mean the doing of anything approved by the Parish Council, or anything that is 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 do not receive expenses for attendance at any meeting of HPC or any work within the Parish.

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

Mileage/travel rates

All Vehicles: Inland Revenue non- profit-making rate which is currently 45p per mile.

Other expenses

Stamps and Stationary – these may be obtained from the Clerk.

Items purchased specifically at the direction of the Parish Council - Members shall endeavour to obtain a VAT receipt made out to Hemingstone Parish Council. These shall be reimbursed via the Council Expenses claim form and submitted along with the receipt.

Payment of Expenses

Claims must be submitted on the Council Expense form, available from the Parish Clerk in paper and electronic format and be accompanied by appropriate receipts.

Claims can be submitted to the Clerk at any time up to two months after their cost has been incurred. They will be included in the schedule of payments requiring authorisation at the next Council meeting.

The schedule of payments forms part of the agenda for the meeting and therefore must be complete at least three clear working days prior to the meeting. To ensure inclusion in current month's schedule, expense forms should be received by the Clerk on the Monday, prior to Council Meeting (i.e. 7 days prior).