

Tivetshall Parish Council

Expenses Policy

Tivetshall Parish Council will reimburse appropriate expenses incurred by officers and members in the performance of their duties. Expenses are classified as payments and the process for authorisation of payment is outlined in the Financial Regulations, item 5.2 through to 5.4.

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.

Councillors' 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 Tivetshall Parish Council or any work within the Parish.

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

Mileage travel rates

Cars: 45p per mile

Motorcycles: 24p per mile

Bicycles: 20p per mile

Public transport: lowest available second-class fare only, ticket receipts required

Parking cost: actual cost with receipt

Other Expenses

- Stamps & stationery – 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 Tivetshall Parish Council.

These shall be reimbursed via the Council Expenses claim form and submitted along with the receipt.

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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 one month 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).