

## **POUGHILL PARISH COUNCIL EXPENSES POLICY**

Poughill Parish Council will make reimbursement for all or some of the expenses of the Clerk and Councillors incurred in performing the duties required of the Council. It is the aim of Poughill Parish Council that no Councillor or the Clerk be financially disadvantaged when representing Poughill Parish Council, whenever possible.

### **1. Clerk Expenses**

The Clerk will be able to claim the following expenses if it is deemed relevant to their role and duties:

- I. Travelling and associated travel expenses on journeys for Council business from the normal place of work to include mileage at the Inland Revenue non-profit making rate (currently 0.45p per mile) and therefore, will not be taxable.
- II. 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.
- III. Stationery, postage and printing costs and other office consumables incurred by the Clerk.

### **2. Councillor Expenses**

Poughill Parish Council does not pay a basic allowance to Councillors. Councillors and the Chair will be able to claim the following expenses:

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- I. Councillors may be reimbursed for expenses for travel and subsistence when carrying out duties approved by the Council, or anything so approved for the purposes of, or in connection with, the discharge of the functions of the Council or any of its working groups. This includes attendance at training courses.
- II. Approval for attendance at events will normally be approved in advance at full council meetings, however, in emergency situations or if the details of the event are published between meetings, expenses may be approved after the event.
- III. Councillors will not receive expenses for attendance at any meeting or working group of Poughill Parish Council or work within the Parish.
- IV. For the avoidance of doubt, the following are NOT eligible for reimbursement of travelling and subsistence allowance:
  - Attendance at any meetings of Poughill Parish Council;
  - Attendance at training or promotional events organised by Poughill Parish Council;
  - Attendance at political meetings;
  - Attendance at meetings of outside bodies on which members serve but to which they have not been appointed by Poughill Parish Council;
  - Child care costs;
  - Any Councillors expenses which have not been previously authorised by Poughill Parish Council.

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- V. Allowances in respect of travel will be Inland Revenue non-profit making rate (currently 0.45p per mile) and therefore will not be taxable. Where possible attempts should be made to minimise travel by car sharing and, on such occasions, payments will be made to the driver / car owner.
- VI. Items purchased specifically at the direction of the Council will be reimbursed. Councillors should obtain a VAT receipt in the name of the Council and submit it to the Clerk. Postage stamps and other small stationery items can be obtained from the Clerk.
- VII. Applications for reimbursement should be submitted to the Clerk within 2 months and will be approved for payment at the next available Full Council meeting. Except for mileage, all expenses must be supported by a receipt, including car parking.
- VIII. Any applications for reimbursement for consumables e.g. ink / paper should be made to the Clerk and will be considered by the Council. Councillors should apportion private versus Council use or request that the Clerk print items off for them. If documents are considered large the Council would expect the Councillor to be mindful of this and to access the information online so as not to waste paper or ink unnecessarily. The Council's decision is final.