

WOLVEY PARISH COUNCIL

TRAVEL & EXPENSES POLICY

(adopted at the Parish Council meeting held on 18th November 2013)

It is the aim of Wolvey Parish Council that no member will be financially disadvantaged when representing Wolvey Parish Council.

Wolvey Parish Council will make reimbursement for all or some of the expenses the Clerk, Chairman or Councillors may meet on its behalf when incurred in performing the duties required of the Council.

1. Clerk's 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 NJC rates and parking
- 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.
- Contribution towards the cost of computer or other office equipment
- Stationery, postage and printing costs and other office consumables
- Connection and rental of telephone line and internet/broadband and the cost of telephone calls made by the Clerk from home on council business
- Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business

2. Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his office:

- Stationery, postage and printing costs
- Hospitality and gifts
- In 2013 the Chairman's allowance was set at £200

3. Councillor's Expenses

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

(i) Travel and subsistence:

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties (Approved duties generally means the doing of anything approved by the Council, or anything of a

class so approved for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties.

Councillors will not receive expenses for attendance at any meeting of Wolvey Parish Council or any work within the Parish.

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

The rates of the allowances in respect of travel shall be as follows:

All Vehicles: Inland Revenue non-profit making rate (currently 45p per mile)

Claims should be made on the appropriate forms available from the Clerk and be accompanied by receipts , if appropriate,

In an emergency, such expenses *may* be approved after the event

(ii) Stamps and stationery

Members may obtain these from the Clerk

(iii) Items purchased specifically at the direction of the Council

These shall be reimbursed. Claims shall be made on the appropriate forms available from the Clerk. Members shall endeavour to obtain a VAT receipt in the name of the Council and pass this on to the Clerk.

(iv) Other expenses

Members will be expected to provide documentary evidence for items spent on Council-related costs.