

## **BENWICK PARISH COUNCIL**

### **EXPENSES POLICY (ADOPTED JULY 2013, REVISED NOV 2013, REVIEWED AT MEETING 6<sup>TH</sup> MARCH 2017 ITEM 251/16-17)**

Benwick Parish Council will reimburse all the expenses of the Clerk and the Councillors incurred in performing the duties required by 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, in line with HMRC guidelines, (45p Nov 2013) and parking.
- A subsistence allowance, which may include overnight accommodation and meals, for duties away from home incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and pre-approved by the Council.
- Contribution towards the cost of computer or other office equipment and a reasonable sum to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for Council business at the rate of £150 per annum, payable in July each year.
- Stationery, postage and printing costs and other office consumables.
- A proportion of the clerk's current contract for rental of telephone line, internet/broadband, and inclusive call contract for land line and mobile phone. The proportional rate is 15% of the annual contract cost, and, in addition, may include any extra costs of calls (e.g premium rate calls). This can be claimed quarterly.

#### **2. Councillors Expenses**

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

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business:

- Travelling and associated expenses on journeys on Council business to include mileage, in line with HMRC guidelines, (45p Nov 2013) and parking
- For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – made with the mandate and prior approval of the Council.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the mandate and prior approval of the Council.