



## **EXPENSES POLICY**

### **1. Introduction**

Goring-on-Thames Parish Council will make reimbursement for all or some of the expenses the Clerk and other staff, and the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

All expense claims must be submitted using the Travel and Expenses Claim form (Appendix 1 to this Policy) and accompanied by receipts.

### **2. Staff, including Clerk**

Staff of the Council will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking.
  - Where it is expected that these expenses will average a total of £20 per month, only by arrangement with the Clerk, rather than claiming per journey staff can opt for a fixed amount of £20 per month for mileage. A record of journeys taken shall be kept for auditing & monitoring purposes to ensure the Council is not out of pocket. The Clerk may revoke permission for this arrangement giving 1 month notice.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- The fixed tax free rate for homeworking as agreed by HMRC, to be paid monthly, only when the Council has officially shut the Council Offices, for example during national lockdown in 2020. (Christmas or other holiday shutdown do not attract this expense payment).

### **3. Councillors, including Chairman**

Parish Councillors are unpaid and only councillors may receive an annual allowance if agreed by Council. When this policy was approved there was no allowance budgeted for any Councillor, including the Chairman.

- Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the parish:
  - Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
  - For the purpose of making mileage claims, councillors are permitted to claim for “allowable journeys” only – made with the 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 prior approval of the Council or Responsible Financial Officer.

#### **4. Review**

This document was approved for use at the meeting of the Parish Council on 11<sup>th</sup> September 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11<sup>th</sup> September 2023

C Ratcliff, Chair

[Appendix 1, Claim Form, follows)



**EXPENSES CLAIM FORM**

<b>Name of Claimant</b>				
<b>Date of Claim</b>				
<b>Milage Claims</b>				
<b>To</b>	<b>From</b>	<b>Date</b>	<b>Miles Claimed</b>	
<b>Total Milage Claimed (number of miles)</b>				
<b>Other Expenses (attach all receipts numbered sequentially to this claim form)</b>				
<b>Receipt Number</b>	<b>Details</b>	<b>Date</b>	<b>Amount Claimed</b>	
<b>Total Expenses Claimed (in GBP)</b>			<b>£</b>	



**DECLARATION BY CLAIMANT**

I declare the following expenses have been incurred in executing my duties for the Council, and are being claimed in accordance with the Expenses Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**VERIFICATION BY THE CLERK / RFO**

I have verified the expenses and present them to the Finance Committee to be formally approved for reimbursement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED FOR PAYMENT BY FINANCE COMMITTEE**

These expenses were approved for payment at the Finance Committee meeting on (date)

\_\_\_\_\_.

**Confirmation Signatures of 2 Committee Members**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_