

## **Elton Parish Council**

### **Expenses Policy**

This policy is supplemental to, and does not in any way override, the Parish Council standing orders and/or Financial Regulations.

This policy was adopted by the full parish council at its meeting on 13 November 2023 (minute 23.171.7)

This policy will be reviewed annually.

#### **1. Introduction**

1.1 This policy describes the process Elton Parish Council will follow for expense claims from councillors and employees.

#### **2. Scope**

2.1 This policy applies to councillors and employees of Elton Parish Council.

#### **3. The Legal Framework**

3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 applies to those parishes that pay members' allowances. Elton Parish Council makes no provision for allowances nor does it make provision for a Chair's allowance.

3.2 Section 15(5) of the Local Government Act 1972 allows a parish council to make a financial allowance to the Chair of the Parish Council.

3.2 The Employment Contract (paragraph 11) issued to all employees makes a commitment to the reimbursement of expenses incurred by employees whilst carrying out duties and obligations assigned to their roles.

#### **4. Dissemination and training**

4.1 The council will make employees and councillors aware of this policy.

4.3 The policy will be available on the council's website.

#### **5. Monitoring and review**

5.1 A review of the policy shall be undertaken annually by the Clerk and if any; amendments are necessary they will be advised by the Parish Clerk and reviewed by the full council.

#### **6. General Statement of Policy**

6.1 No person should be financially disadvantaged as a result of carrying out duties and obligations directly associated with the core business of the Parish Council. Equally, no person should receive advantage from the public purse. This policy sets out the occasions on which expenses can be claimed and the procedure for making such claims.

#### **7. The Chair's Allowance**

7.1 Section 15(5) of the Local Government Act 1972 provides for town and parish councils to pay its Chair "for the purposes of enabling them to meet the expenses of the office such allowance as the

council think reasonable”.

7.2. Elton Parish Council does not provide a Chair’s Allowance.

### **8. Councillors’ Expenses**

8.1 Councillors attending training courses or other events as the Council’s representative may have their travel expenses reimbursed, provided that such expenses have been approved by the Council. Mileage for travel will be reimbursed according to the HMRC approved rates in force at the time.

8.2. The Parish Council will reimburse councillors for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business, provided that such expenses have been approved by the Council, following the procedure below (10).

8.3 No councillor should purchase goods or services without the approval of the Parish Council.

8.4 In the event that a purchase has been made without approval, reimbursement will be at the discretion of the Parish Council.

### **9. Employees Expenses**

9.1 Employees may claim reimbursement for travel costs incurred as a result of undertaking travel to any place other than their place of work, including to attend training courses, conferences and meetings associated with their duties.

9.2 Employees may claim accommodation and subsistence costs, with the prior approval of the Parish Council, if they are required to stay away from their usual residence and these costs are not part of the booking fee.

9.3 Employees may only claim other out of pocket expenses if they have consulted the Clerk prior to purchase and approval for such purchase has been given and it has not been possible to make the purchase using a method of payment controlled by the Parish Council, such as by making a bank transfer or using PayPal..

9.4 In the event that a purchase has been made without approval, reimbursement will be at the discretion of the Parish Council.

### **10. Procedure for claiming expenses**

10.1. All expense claims must be made promptly and within 2 months of expenditure being incurred. A receipt for the purchase made must be provided and VAT invoices should be obtained where relevant. The appended form should be used to record the expenditure claim.

10.2 Reimbursement will be by bank transfer and Individual’s bank details will need to be provided.

10.3 Payments will be listed on the payments schedule presented to the Full Council meeting.

10.4 On the resolution of payment, a bank transfer will be arranged, with payment taking place as soon as practicable following the meeting.



## Elton Parish Council

### Expenses Claim Form

<b>Name</b>		<b>Month/ Year</b>	
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Journey from / to	Purpose of Journey	Date	Miles claimed	Total amount @45p per mile

Other Expenses - (Please attach receipts)			
Minute Reference of approval to incur the expense	Dates of purchase	Details of purchase	Amount
Total Amount of expenses requested:			£

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	