

Barwick-in-Elmet and Scholes Parish Council Expenses Policy

Purpose

The Purpose of this Expenses Policy is to set down guidelines so that all members of the Parish Council feel confident in making claims for out of pocket expenses and have a clear understanding of what can be claimed for without the need for prior approval, the supporting evidence needed and the time a claim is valid for. It also gives the Responsible Financial Officer clear terms of reference in dealing with claims submitted.

Members of the Parish Council may claim for items not specified below subject to the stated conditions.

Review

This document is to be reviewed regularly and the review dates recorded in the revision history below.

Process for making claims

All claims should be submitted in writing to the Responsible Financial Officer. All claims will be shown when the next Cash Book is circulated. The Responsible Financial Officer will reimburse all claimants at the meeting at which the Cash Book is presented.

Clerk's Expenses

These are set out in the contract of employment as follows;

The Council shall reimburse the clerk at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.

The Council shall reimburse the clerk for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business provided the Council has given prior approval.

For employees working at home

Expenses may include any of the following subject to prior approval:

1. Purchase or use of office equipment
2. Purchase of office consumables
3. Connection, rental or use of telephone line and Internet/broadband
4. A sum to take into account the use of space, lighting, heating and electricity due to the clerk working from home.

Councillor's Expenses

Councillors (including the Chair) will be reimbursed for expenses incurred as follows:

1. Ink cartridges
2. Telephone Calls/Messages
3. Postage
4. Stationery

Councillors (including the Chair) will also be reimbursed for expenses for travel and subsistence on Parish Council business outside the Parish Council's area:

1. Mileage (paid at current NJC rates)¹
2. Car Parking
3. Train/bus fares²
4. Refreshments at training/seminars where no refreshments are provided (excluding alcohol)

Notes;

1. Claims should be made within twelve months of expenditure.
2. Other than mileage claims, a receipt (or proof of purchase)³ should be provided for all expenses of £5 or over and wherever possible for expenses of less than £5.
 - a. Councillors should provide a VAT receipt whenever possible. Councillors are encouraged to write their initials on the back of the receipt to prevent possible confusion in the event that the Responsible Financial Officer has multiple claims to process.
3. When travelling outside the parish by car, wherever it is possible, councillors should share.
4. An in-house expenses claim form should be completed for mileage claims. Alternatively, claims can be met provided the following information is stated; name of claimant, date, purpose of the journey, distance travelled and vehicle engine size⁴

Councillors may also claim expenses for items not covered by this Expenses Policy subject to prior approval by the Parish Council.

Interpretation

Parish Council means the Parish of Barwick-in-Elmet and Scholes

Members all serving Councillors and the Clerk.

Responsible Financial Officer – in this case the Responsible Financial Officer is the clerk

Revision history

| Version | Date | Summary of Changes |
|---------|------------|--|
| 1 | 29/02/16 | Draft circulated for consideration |
| 2 | 24/03/16 | Draft circulated for consideration – need for expenses claim form removed |
| 2 | 04/04/16 | Proposal for formal adoption |
| 3 | 03/02/20 | Spelling correction |
| 4 | 20/05/2024 | Change “means the twelve Councillors” to “all serving Councillors” and change note 2 from “receipt” to “receipt (or proof of purchase)”. |

Footnotes

¹ Parking fines and speeding fines will not be reimbursed. Any costs relating to Insurance cannot be claimed without prior approval by the Parish Council. If part of the journey involves paying a toll, this may be claimed.

² Reimbursement will only be made for Standard Class train travel. Where applicable, Councillors should purchase a ticket to cover the cost of both the outward and the return journey.

³ Photocopies are acceptable.

⁴ Mileage rates, agreed by the National Joint Council, are banded according to engine size.