



# HEADCORN PARISH COUNCIL

## **Travel and Expenses Policy**

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

Headcorn Parish Council will reimburse the agreed expenses that the staff and Councillors incur in performing the duties of the Council. All claims must be made on the appropriate stationery and authorised as stated below: -

- (i) Authorised claims by Councillors to be countersigned by the Clerk
- (ii) Claims by the Clerk to be authorised by one member of the Council
- (iii) Authorised claims by the Lengthsman to be countersigned by the Clerk

### **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, currently 45p a mile, 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.
- Stationery, postage and printing costs and other office consumables.

### **2. Chairman's Expenses**

The Chairman will receive a small annual allowance to defray the expenses of his/her office

### **3. Councillor's Expenses**

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

- (i) Travel and subsistence:

All Councillors 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 purposes of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties.)



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

When 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 a mile

Claims should be made to the clerk by written invoice 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 discretion of the Council**

These shall be reimbursed. Claims shall be via a written invoice. Members shall endeavour to obtain a VAT receipt in the name of the Council and pass this onto the Clerk.

**(iv) Other Expenses**

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

Caroline Carmichael  
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