

EXPENSES POLICY

Cantley, Limpenhoe and Southwood 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 to the Clerk and accompanied by receipts.

Clerk (and staff) 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 National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking.
- 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.
- A fixed rate for homeworking as agreed: This has been set at £26.00 per month in line with HMRC guidance and is un-receipted. To be paid monthly.

Councillors Expenses

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by Council.

- 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 submitted 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 prior approval of the Council

Reviewed: September 2025

Next review: September 2026