

DETHICK LEA & HOLLOWAY PARISH COUNCIL

EXPENSES POLICY

Dethick Lea & Holloway Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Parish Council.

1. Clerk's Expenses

The Clerk will be able to claim the following expenses.

- travelling and associated travel expenses on journeys on Parish Council business to include mileage at current NJC rates and parking.
- subsistence which may include overnight accommodation and meals incurred in the performance of the Parish Council's business ("other expenses") provided that the other expenses have been receipted and approved by the Parish Council.
- Any extra cost incurred in providing and maintaining necessary office equipment including printing facilities (the computer is maintained on an annual Contract basis).
- stationery, postage and printing costs and other office consumables.
- reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business as shown in the Clerks Contract.
- Such other expenses as have been approved by the Parish Council (either prospectively or retrospectively) and for which receipts are produced

2. Councillor's Expenses

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

Parish Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence **(NB these expenses apply only to travel outside the Parish)**

- travel and associated expenses (including where necessary overnight accommodation) on journeys for Parish Council business but only with the prior permission of the Parish Council.
- all claims are to be made promptly to the Clerk (within 2 months of expenditure) and **MUST** be accompanied by a receipt.