

# HART PARISH COUNCIL

## EXPENSES POLICY

Hart Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chair or Parish Councillors may meet on its behalf when incurred in performing the duties required by the Council, such as attending training or meetings on behalf of the Council.

All expense claims must be submitted using the Travel and Expenses Claim form and accompanied by receipts.

### 1. Parish Clerk Expenses

The Parish Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business or training, to include mileage at current NJC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business.
- (“other expenses”) provided that the other expenses have been receipted and approved by the Parish Council.

The Parish Clerk is to be given an annual allowance to cover telephone and broadband usage for Parish Council business undertaken at home. This allowance must be agreed by the Parish Council when setting the annual budget.

### 2. Chairman’s Expenses

The Chairman can be allocated a small annual allowance to defray the expenses of his/her office, for example attending meetings with the Borough Council Leader.

### 3. Parish Councillors’ Expenses

Parish Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish.

Travelling and associated travel expenses on journeys on council business to be reimbursed at current NJC rates for mileage 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 Parish Council.

All claims are to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Parish Councillors may be reimbursed for purchases made on behalf of the Parish Council – only when made with the prior approval of the Parish Council.

**Adopted: 2018.**

**To be reviewed annually in October.**