

Westbourne Parish Council - Expenses Policy

Parish councillors are unpaid and do not receive an annual allowance. It is the aim of Westbourne Parish Council that staff and members will not be financially disadvantaged when representing Westbourne Parish Council.

Westbourne Parish Council will reimburse any expenses actually and necessarily incurred by the Clerk, the Chairman or councillors in performing the duties required by the Council.

1. Clerk's expenses

Items for which the Clerk can claim expenses are set out in the clerk's contract.

2. Chairman's Expenses

The Chairman can receive an annual allowance to defray the expenses of his/her office, e.g. stationery, postage and printing costs and hospitality. For 2016/17 the Chairman's allowance is set at £250

3. Councillors' Expenses

The Council may pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories:

- a) the attendance of a meeting of the Council or of any committee or sub-committee of the Council, or of any body to which the Council makes appointments or nominations or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association or authorities of which the Council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;
- e) the carrying out of any other duty approved by the Council, or any duty of a class so approved, in connection with the discharge of the functions of the authority of any of its committees or sub-committees.

A parish councillor may be reimbursed for travel and other expenses incurred in connection with, or relating, to the duties specified above, which shall be regarded as 'approved duties'.

The approval for Members to carry out additional duties will, in general, be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, in consultation with the Chairman or Vice Chairman (in the case of the Chairman incurring expenses), shall have the authority to approve additional duties.

A councillor may, by notice in writing given to the Clerk, elect to forego all or any part of his or her entitlement to expenses.

Claims shall be made on the appropriate forms available from the Clerk and must be submitted to the Clerk within two months of the authorised expense being incurred. Members shall endeavour to obtain a VAT receipt made out to the Council and pass this on to the Clerk.

Members are expected to exercise economy and efficiency to minimise claims.

The council has followed the guidance of HM Revenue and Customs in setting the following travel related expense rates:

PTO

Expenses rates	
Travel to seminars, conferences, training courses, meetings and other events outside the Parish	Car: 45p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile) Additional passenger mileage – 5p per mile per passenger Train: standard class rail fare Bus: at cost Motorcycle: 24p per mile Bicycle: 20p per mile
Car parking	At cost
Subsistence (maximum)	Breakfast: £7.78 (where travel starts before 7am and absence is less than 24 hours) Lunch: £10.67 (for necessary absences of several hours spanning the normal lunch period leaving home before 11am and returning after 3pm. Tea: £4.25 (if unable to return to home by 6.30pm) Evening meal: £13.33 (if unable to return home by 8.30pm)

The Council is required to maintain records of payments made in respect of all expenses, specifying the name of the recipient and the nature of the claim. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can again be charged.

At the end of the financial year, the Council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid out in expenses.

Adopted at the meeting of Finance and General Purposes Committee of the Parish Council on 11 October 2018.

**Westbourne Parish Council
Expenses claim form**

Please see the Expenses Policy for further information.

Name:
Date of expense:
Reason for expense:

Please complete the relevant details below:

Travel

Car	Number of miles:	@45ppm	Total = £
Car	Additional passenger	@599m	Total = £
Train	Standard class rail fare total: £		
Bus	Cost of ticket: £		
Motorcycle	Number of miles:	@24ppm	Total = £
Bicycle	Number of miles:	@20ppm	Total = £

Please provide the train/bus ticket and/or receipt.

Car parking

Cost of ticket: £

Please provide the parking ticket.

Subsistence

Breakfast	£
Lunch	£
Tea	£
Evening meal	£

Please provide receipts.