



# Medstead Parish Council Expenses Policy and Procedure

## Scope

This Policy and Procedure applies to all members & employees of Medstead Parish Council.

## Policy and Procedure

Medstead 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 Council.

### **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 HM Revenue and Customs (HMRC) rates and parking. Scheduled Medstead Parish Council meetings are excluded.
- 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.
- Contribution towards the cost of computer or other office equipment, (unless provided).
- Small purchases such as stationery, postage and printing costs and other office consumable costs in accordance with Financial Regulations, **MUST** be accompanied by a VAT receipt (if applicable).
- A fixed rate for homeworking as agreed by HMRC: This has been set at £6.00 per week (£26 per month) by HMRC and is un-receipted. This increased amount is effective from 1<sup>st</sup> January 2023.

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

The Chairman can receive a small annual allowance to defray the expenses of office:

- In 2022/23 and 2023/24, the Chairman's annual allowance is set at £100.00 per financial year.

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

Parish Councillors are unpaid and do not receive an annual allowance. Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area.

- Travelling and associated expenses on journeys on Council business to include mileage at current HMRC rates and parking. Scheduled Medstead Parish Council meetings are excluded.
- 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.
- For the purpose of making mileage claims, councillors are permitted to claim for “allowable journeys” only - made with the mandate and approval of the Council.
- Stationery, postage and printing costs (the latter on behalf of Medstead Parish Council at 10 pence per sheet).
- All claims are to be made promptly to the Clerk using the agreed Council claim form (within 2 months of expenditure) and where relevant, **MUST** be accompanied by a VAT receipt (if applicable). Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the mandate and prior approval of the Council.

All reimbursements will be made by cheque.

The Council reserves the right to refuse to pay an expense claim where the expenditure is unreasonable, disproportionate or unnecessary.

### **Policy Abuse**

Any abuse in the application of this Policy will be dealt with in accordance with The Council’s Disciplinary Policy and Procedure and Code of Conduct and may possibly result in disciplinary action being taken, up to and including dismissal.

### **Policy Alterations and Amendments**

This policy and procedure does not form part of employees’ contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the Council.