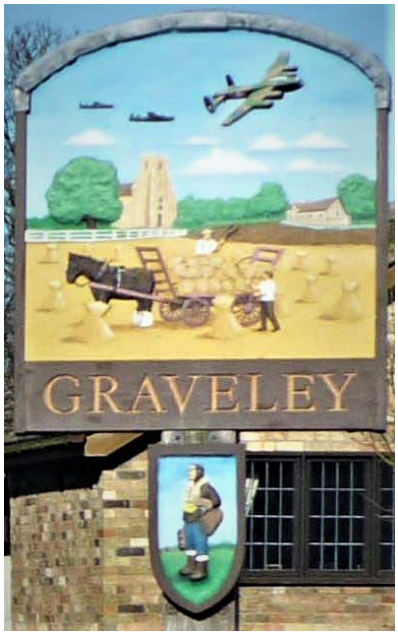


Expenses Policy

Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref
Version 1	Annual Review	02/11/22	07/05/2024	24/25-37.7
Version 1	Annual Review	02/01/26	14/01/2026	25/26-118

Graveley Parish Council Expenses Policy

Graveley Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chairman or Councillors may meet, when incurred in performing 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 (in accordance with current HMRC guidelines) and parking. This does not include travel to and from Graveley for normal Council business.
- Subsistence which may include overnight accommodation and meals incurred on Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.
- Incidental expenses the Clerk incurs during their duties will be reimbursed, such as:
  - stationery, postage and printing costs and other office consumables
  - reasonable sums to cover the extra costs of space, lighting, heating and electricity arising from the Clerk's use of home for council business. This will be set at half of the Inland Revenue limit for "additional household expenses" for employees of £3.00 per week or £13.00 per month from 2022 to 2023 onwards.
  - any additional premium required by the Clerk's own home insurance provider in respect of the clerk's private premises being the main place of work.
  - all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.

All the above must be agreed in advance by the Council.

2. 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 (to be approved in advance): travelling and associated expenses including mileage at current NJC rates and parking.

Councillors are permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the Council. All claims are to be made to the Clerk within 2 months of expenditure and must usually be accompanied by a receipt (a VAT receipt where applicable).

Expenses Form

Name:

Date	Description	Receipt Attached	Amount
		Y/N	£
		Y/N	£
		Y/N	£
		Y/N	£
		Y/N	£
		Y/N	£
Total			£

Signed: Date:

Authorised: Date:

Payment made: Date: