

**SHADINGFIELD, SOTTERLEY WILLINGHAM AND ELLOUGH  
Joint Parish Council**

**Expenses Policy**

**Policy Statement**

The Parish Council will make reimbursement for all or some of the expenses that the Clerk/ Responsible Financial Officer and Councillors may meet on its behalf when incurred in performing the duties required by the Council.

**General**

**1. Clerk/RFO's Expenses:**

The Clerk/RFO will be able to claim the following expenses:

- a) Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates
- b) Contribution towards the use of office equipment used on Council business.
- c) Stationery, postage, printing costs and other office consumables.
- d) Contribution to the cost of telephone calls made by the Clerk on council business on production of a breakdown of such costs incurred if not on an unlimited contract.

**2. Councillors' Expenses:**

Parish Councillors are unpaid and the Parish Council has not elected to receive an annual allowance.

Councillors may be reimbursed for expenses for travel on Council business outside the parish as detailed below:

- a) Travelling and associated expenses on journeys on Council business to include mileage at current HMRC rates.
- b) Parking costs associated with journeys as described above at cost.
- c) Councillors may also claim for direct expenses incurred on behalf of the Council (e.g.. 3rd Party Printing, Signs) but on the understanding that if not pre-approved by the Council the expenditure may not be reimbursed, in part or in full, if the Council deems it inappropriate or excessive.
- d) All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.
- e) All claims are to be made on an agreed claim form available from the Clerk

Date of adoption:	Chair
Date of next review:	Clerk