

NORTON PARISH COUNCIL

TRAVEL & EXPENSES POLICY

It is the aim of Norton Parish Council that no member will be financially disadvantaged when representing Norton Parish Council. Norton Parish Council will make reimbursement for all or some of the expenses the Clerk, Employees, Chairman or Councillors may meet on its behalf when incurred in performing the duties required of the Council.

No expenses will be paid for attendance at any meeting of Norton Parish Council or any work within the Parish.

1. Chairman & Councillor Expenses

The Chairman and Councillors will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking. Where possible, attempts will be made to minimize expenses by sharing transportation.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.
- Items purchased specifically at the direction of the Council. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.
- Office consumables such as paper and ink. All claims submitted are subject to an annual limit of £20. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.

2. 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 HMRC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.
- b) Stamps and stationery and other office consumables.
- c) Items purchased specifically at the direction of the Council.
- d) Other expenses - documentary evidence will be required for such items spent on Council-related costs.

3. Employee Expenses

- a) Items purchased specifically at the direction of the Parish Clerk for which receipts in the name of the Council shall be obtained and passed onto the Clerk.

Adopted by the Parish Council on 3rd February 2020