



## St Dennis Parish Council Expenses Policy

St Dennis 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. Staff Expenses

The staff will be allowed to claim the following expenses.

- travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- 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.

### 2. Councillor Expenses

*The Chair can receive a small annual allowance to defray the expenses of his office such as mileage to meetings and public functions, photocopying, printing docs incurred in the role of Chair.*

**Parish Councillors are unpaid and do not receive an annual allowance.**

**Councillors (including the Chair) 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 not exceeding current NJC rates and parking.
- for the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only and should have been made with the mandate and prior approval of the Council.
- all claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipts and other information sufficient to verify the claim.

The rates of the allowances in respect of travel shall be as follows:

- All Vehicles: HMRC non-profit making rate (currently 45p per mile)

Councillors may be reimbursed for purchases made on behalf of the Parish Council as long as they were made with the mandate and prior approval of the Council and properly minuted.

Reimbursement of other costs, including stationery, postage and printing, may be made if they represent a significant expense (more than £5) and have the prior approval of the Council, and shall include colour copying for posters and reports for the Annual Parish Meeting, and any other colour printing authorised in advance by the Council or the Clerk. This does not include cartridges.

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