

## Peasenhall Parish Council Expenses Policy

Peasenhall Parish Council will make reimbursement for all or some of the expenses of the Clerk, the Chairman or Councillors may incur whilst performing duties relating to their '**official responsibilities**', or as requested by the Council.

### Clerk's Expenses

The Clerk will be able to claim the following expenses:

- a) Travelling and associated, reasonable travel expenses on journeys on Council Business to include mileage at current NJC rates and parking.
- b) 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.
- c) Contribution towards the cost of computer or other office equipment.
- d) Stationary, postage and printing costs and other office consumables.
- e) Connection and rental of telephone line and internet/broadband and the cost of telephone calls made by the Clerk from home on Council business.
- f) Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for Council business.

### Chairmans Expenses

The Chairman and/or Sub-Committee Chairman, can claim an annual allowances to defray the additional expenses of his/her office:

- a) Annual Stationary, postage and printing costs of up to £50

### 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 Peasenhall Parish that relate to their '**official responsibilities**' only.

- a) Travelling and associated expenses on journeys on Council business to include mileage at current NJC rates (currently 45p/mile) and parking.
- b) Councillors are permitted to claim for mileage on 'allowable journeys' only – made with the mandate & prior approval of the Chairman and Clerk.
- c) All claims must be made promptly to the Clerk (within 2 months of expenditure) and where relevant **MUST** be accompanied by a receipt.
- d) Annual SID Battery charging cost by responsible Councillor or Chairman of £75

Adopted by the Parish Council at a meeting on: 19<sup>th</sup> March 2025

Signed: (Clerk)

Signed (Chairman)

Mrs Carol Hume

Mr Barry Rowing