

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL
Mobile: 07976 702246

41 Beech Road
Saxmundham
Suffolk
IP17 1FQ

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.**
 - e) Reasonable sums to cover the extra costs of insurance, heating and lighting arising from the Clerk's use of home for council business all within HMRC guidelines.
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) All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant **MUST** be accompanied by a receipt.
- d) **All claims are to be made on an agreed claim form available from the Clerk.**

Email: lindseypc@outlook.com