



EXPENSE POLICY

1. General Principles

Where possible items to be purchased by members or the Parish Clerk on behalf of Hannington Parish Council should be made with a 'pay by invoice' option or via existing purchase systems, such as the Parish Clerks debit card.

Where it is not possible to use invoice or existing purchase systems, it is the policy of Hannington Parish Council to reimburse its members and Parish Clerk out-of-pocket expenses incurred in performing the duties required by the Council. The aims of the policy are to ensure that expenses incurred by members and the Parish Clerk are reimbursed in a fair and timely manner and to ensure that costs and expenses are controlled by the Parish Council.

Hannington Parish Council will not be held responsible for any fines incurred whilst on Council business.

2. Clerk's Expenses

The Parish Clerk will be able to claim the following expenses when supported by original receipts or invoices*. If the expense contains a VAT element, the Parish Clerk will, wherever practicable, obtain a VAT receipt* and submit this with the expenses claim

- The cost of minor office consumables, including stationery, postage and printing costs, pay-as-you-go top ups for the Council's mobile telephone, and other office consumables.
- A sum of up to £6 a week to cover the extra costs of space, lighting, heating and electricity arising from the Parish Clerk's use of their private premises for Council business. To be paid in quarterly instalments by Standing Order.
- Any additional premium required by the Parish Clerk's own insurance provider in respect of the Parish Clerk's private premises being the main place of work.
- All necessary computer software or upgrades required for the Parish Clerk to fulfil the duties required by the Council.
- A reasonable proportion of home broadband service costs and, subject to prior approval by the Council, computer hardware, to reflect the proportion of such costs incurred in fulfilling the duties required by the Council.
- Travelling expenses for journeys on council business, including travel to and from meetings, at the current HMRC tax free mileage allowance rate.
- Overnight accommodation, meals and fares, subject to prior approval by the Council

All claims will be authorised for payment after consideration at the next available Council meeting.

3. Members (Councillors) Expenses

As members do not receive an annual allowance, they are entitled to claim the following expenses when supported by receipts*:

- Current HMRC tax free mileage allowance rate for travelling by car in connection with council business
- Items purchased specifically at the direction of the Council. Members should make every effort to obtain a VAT receipt/invoice* in the name of the Council and pass this to the Parish Clerk.
- Other expenses (such as ink & paper), provided they have been approved in advance by the Council.

4. How to Claim

Members making applications for the reimbursement of expenses will need to complete a claim form available from the Parish Clerk.

Members' expense claims must be submitted to the Parish Clerk within three months of the expense being incurred. After validation the claim will be presented at the next Council meeting for payment to be authorised.

Mileage claims will be based on AA route finder/Google Maps.

5. Abuse of this Policy

Any abuse or allegations of the abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by Hannington Parish Council Members may result in referral to the monitoring officer as a contravention of the Members Code of Conduct.

"Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

6. Review

This policy shall be reviewed every five years or earlier if so required.

Date of Policy Adoption	5 March 2022
Date of Policy Review	7 July 2026
Agenda Item	39/26
Policy Version number	V3
Date of Next Review	July 2031

*Receipts, VAT receipts and invoices must be original documents, and obtained in the name of Hannington Parish Council wherever possible. It is recognised that this is impracticable in some situations, e.g. for small purchases carrying a till receipt only, and for online transactions where payment is possible only with use of a personal debit or credit card.

If a VAT receipt cannot be provided, the Parish Clerk shall consider the implication on overall cost of the purchase and whether on balance the Council's interests might be better served by choosing a different seller who will be able to supply a bona fide VAT receipt. The Parish Clerk shall, if required by the Council, provide justification of the decision made.