

RINGLAND PARISH COUNCIL

EXPENSES POLICY

Ringland Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

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 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.
- contribution towards the cost of computer or other office equipment unless provided by the Council.
- stationery, postage and printing costs and other office consumables.
- the cost of telephone calls made by the Clerk from home on council business.
- a sum to cover the extra costs of insurance arising from the Clerk's use of home for council business.
- a sum to take into account the use of space, lighting, heating and electricity arising from the Clerk's use of home for council business.

Councillor's Expenses.

The Council does not pay an allowance to Councillors or the Chairman.

Councillors, including the Chairman may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area ("allowable expenses") for travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.

For the purpose of making claims, councillors are permitted to claim for "allowable expenses" providing such journeys and associated expenses are made with the mandate and prior approval of the Council.

In an emergency situation or if the details of the event are published between meetings expenses may be approved retrospectively.

All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Councillors may be reimbursed for purchases made on behalf of the Parish Council providing such purchases are made with the mandate and prior approval of the Council.

Schedule of Expenses

Travel.

All Vehicles. Inland Revenue non-profit making rate - currently 45p per mile

Clerk working from home

Insurance. Reimbursement of the incurred sum required by the Insurers

Heating Lighting & Electricity. Inland Revenue non-profit making rate - currently £26 per month

Use of personal computer. £5 per month

Printing. Cost per copy to be comparable with local provision – currently

12p per copy A4 B&W

55p per copy A4 Colour