

# Councillor Expenses Policy

## General Principles

1. It is the policy of Bonsall Parish Council to reimburse its elected Members travel costs, provided the expenditure has been authorised, receipted and certified in accordance with this policy.
2. All allowances paid should pass the 'fair and reasonable' test.
3. It must always be borne in mind that the Parish Council is a financially small and publically funded organisation.

## Authorised Duties

4. Expense claims will be considered for the following activities, **provided** that the activity has been formally approved in advance by the Parish Council:
  - a. Travel to and from meetings of outside bodies;
  - b. Travel to and from training sessions held by DALC or other approved organisations;
  - c. Travel expenses when delivering Council documents or carrying out prior approved Council business (for travel outside the Parish only);
  - d. Other expenses as agreed, in advance, at full Council.

## Method of travel

5. Travel by car will be reimbursed at the mileage rates approved by HMRC (currently 45 pence per mile)
6. Our environment will be considered when making allowance decisions. Public transport will be preferred where practical. Where more than one Councillor is attending an event, lift sharing will be presumed unless impracticable.
7. All rail travel shall be by the cheapest standard class fare available.
8. Taxis shall only be used when essential and with prior Council approval

## Procedure for Making a Claim

9. All expense claims must be made on the claim form (see Appendix 1) with receipts attached as appropriate. Claim forms are available from the Clerk / RFO to the Parish Council.
10. It is important that elected members keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, members should keep a log showing where journeys commenced and ceased and the number of miles travelled.
11. All claims for a financial year (from 01 April to 31 March) must be submitted by the end of the financial year and if practicable to approval of payment of final expenses at the March meeting.
13. If a member fails to submit a claim for a particular item at this time and instead claims for it later, the Parish Council may, at the discretion of the RFO, refuse to reimburse the expenditure.
14. The RFO will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and reported to the next Council meeting by the RFO for payment. Payment will be by cheque or Internet Banking.

## **Miscellaneous Expenses**

15. There may be other incidental expenses incurred by members that are not covered by these rules such as essential meal costs etc which would then prompt a discussion with the clerk/RFO. All cases of doubt should be referred promptly to the Clerk / RFO prior to incurring the expense.

## **Publication and Review**

16. This document will be issued to all members of the Parish Council at the first meeting following the AGM of the Council and to new members as and when appropriate, and published on the Bonsall Village website.
17. The policy shall be reviewed by the Parish Council every three years.

Adopted: 18 August 2015  
Reviewed: 16<sup>th</sup> July 2019  
Reviewed: 17<sup>th</sup> August 2021  
Review date: July 2023

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Chair

**Bonsall Parish Council:**

**Expenses Claim Form**

Name	Date
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Journey From/To	Purpose of Journey	Date	Miles Claimed	Amount
				£
				£
				£
				£
				£
				£
				£
				£
				£
				£
<b>Total Mileage Claimed</b>				£

<b>Other Expenses</b>			
<b>(Please attach receipts for all miscellaneous expenses)</b>			
Miscellaneous Items	Dates	Details	Amount
<b>Total Amount of Expenses Requested:</b>			

<b>Signature</b> <b>Councillor/Clerk:</b>	<b>Approved:</b> <b>Chairman of meeting</b> <b>Date:</b>
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Payment made:	Date: Cheque Number:
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