

# Marden Parish Council Expenses Policy

Adopted by Marden Council on 12 August 2019

Marden Parish Council will make reimbursement for all or some of the expenses the Clerk and the Councillors may incur on its behalf when performing the duties required by the Council. It is the aim of the Council that no Councillor or Officer will be financially disadvantaged when representing the Council.

Councillors and employees are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements in place with suppliers.

Breach of this policy by Councillors or employees is a disciplinary offence, deliberate falsification of a claim or the evidence needed to make the claim will constitute misconduct. Falsification includes the failure to pass on any discount obtained during the course of incurring an expense.

All activities by Councillors made on behalf of the Parish Council that are likely to incur expenses must be approved in advance.

## 1. Clerk's Expenses

The Clerk will be able to claim the following expenses incurred in administration of the Council's affairs:

1. travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking
2. stationery, postage and printing costs and other office consumables – approved after purchase on production of receipts attached to salary and expenses claim if relevant
3. subsistence which may include overnight accommodation and meals incurred in the performance of Council business ("other expenses") provided that the other expenses are receipted and agreed in advance by Chair /Vice Chair up to £500 or above by full Council, as per Financial Regulations
4. reasonable sums to cover the extra costs of insurance, heating, lighting, electricity, telephone and internet access and computer use arising from the Clerk's use of home for council business, (£125 for 1 April 2018 to 31 March 2019 subject to annual review), agreed in advance by full Council.

## 2. Councillor's Expenses

All Parish Councillors are unpaid and do not receive an annual allowance. Councillors may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area (encompassing Marden Parish):

1. travelling and associated expenses on journeys on Council business to include mileage at current NJC rates and parking, claims presented on Marden Parish Council Claim Form
2. for the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the Council
3. 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 and when made with the mandate and prior approval of the Council.

Review by: September 2020

Signed:

David Bennett, Chair of Marden Parish Council

Dated:

**MARDEN PARISH COUNCIL**

**TRAVEL EXPENSES CLAIM FORM FOR COUNCILLORS**

<b>Details of claim from</b> (insert full name)		
<b>Date expense incurred</b>		
<b>Event and venue</b>		
<b>Number of miles @ 45p per mile</b>		<b>Total for mileage</b> £
<b>Parking costs</b> (all receipts must be submitted with claim)	£	<b>Total for parking</b> £
<b>TOTAL EXPENSES CLAIMED</b>		£

Date of meeting and agenda item number when claim agreed:

To be completed by RFO

Cheque number:

Date when signed:

Date sent to Councillor: