

WILCOT and HUISSH (with OARE) PARISH COUNCIL

EXPENSES POLICY

Wilcot and Huish (with Oare) 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 Parish Council

1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- 1.1. Travelling and associated travel expenses on journeys on Parish Council business;
- 1.2. To include mileage at current NJC rates and parking;
- 1.3. Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business ("other expenses") provided that the other expenses have been receipted and approved by the Parish Council;
- 1.4. Contribution towards the cost of computer or other office equipment;
- 1.5. Stationery, postage and printing costs;
- 1.6. Other office consumables;
- 1.7. Contribution towards rental of telephone line and internet/broadband and the cost of telephone calls made by the Clerk from home on Parish Council business;
- 1.8. Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for Parish Council business.

2. Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his/her office:

- 2.1 Stationery, postage and printing costs. (In 2012 the Chairman's allowance was set at £52.00)

3. Councillor's Expenses

Parish Councillors are unpaid and do not receive an annual allowance. Parish Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the Parish Council's area (encompassing Pewsey Community Area Partnership district).

- 3.1 Travelling and associated expenses on journeys on Parish Council business to include mileage at current NJC rates and parking. 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 Parish Council;
- 3.2 All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt;
- 3.3 Parish Councillors may be reimbursed for purchases made on behalf of the Parish Council made with the mandate and prior approval of the Parish Council.

This Policy was approved and adopted by the Parish Council at a Meeting held on 19 November 2013, and will be reviewed annually.

Signed by the Chairman: Dee Nix 19/11/2013