

LAPWORTH PARISH COUNCIL

EXPENSES POLICY

It is the aim of Lapworth Parish Council that no employee or member be financially disadvantaged when representing the Parish Council.

Lapworth Parish Council will reimburse all or some of the expenses incurred by the Clerk, the Chairman or Councillors in performing the duties required by the Council.

Expense receipts will be verified by the Chairman at each main meeting of the council.

CLERK'S EXPENSES

The Clerk will be able to claim the following expenses when supported by receipts:

- stationery, postage and printing costs and other office consumables
- reasonable sums to cover the extra costs of space, lighting, heating and electricity arising from the Clerk's use of home for council business. This will be set at the Inland Revenue limit for "additional household expenses" for employees of £6.00 per week or £26.00 per month from 2020 to 2021 onwards.¹
- any additional premium required by the Clerk's own home insurance provider in respect of the clerk's private premises being the main place of work.
- all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.²
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council.

COUNCILLOR EXPENSES

Parish Councillors are unpaid and do not receive an annual allowance. They are entitled to claim the following expenses when supported by receipts:

- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.²
- items purchased specifically at the direction of the Council. Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk.
- other expenses, provided they have been approved in advance by the Council.

CHAIRMAN'S ALLOWANCE

The Council has resolved³ to ringfence a small part of the annual budget for the purchase of gifts to individuals to be given/donated by the Chairman on behalf of the Council. The funds will be held in the Council's current account and unspent funds at the end of the financial year will be considered as General Reserves.

Expenditure from the Chairman's Allowance will be noted in the minutes, the Clerk/RFO will make the disbursements on the Chairman's behalf. This allowance will be approved annually, all expenditure will be recorded.

¹ Expenses and Benefits for Homeworking guidance: <https://www.gov.uk/expenses-and-benefits-homeworking/whats-exempt>

² <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

³ Meeting held on 11th April 2023 item 8.4

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Signed (Chair): Cllr Henderson

Date: 9th May 2023

Date for next review: May 2024