

**Reviewed and adopted on 18<sup>th</sup> September 2023**

## **HOATH PARISH COUNCIL - EXPENSES POLICY**

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

Hoath 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.

### **CLERK'S EXPENSES**

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

- stationery, postage and printing costs and other office consumables, at a cost agreed annually;
- 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 from 2020 onwards<sup>1</sup>;
- 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;
- 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<sup>2</sup>;
- 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 have agreed not to 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;
- other expenses, provided they have been approved in advance by the Council.

If using their car for attendance at meetings, Councillors should ensure that they have the appropriate 'volunteer' insurance cover.

**Originally adopted on 18<sup>th</sup> September 2023, to be reviewed thereafter annually, as a minimum.**

**Signed by Chair: ..... Name: ..... Date: .....**

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<sup>1</sup> [Claim tax relief for your job expenses: Working from home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/claim-tax-relief-for-your-job-expenses-working-from-home)

<sup>2</sup> [Travel — mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-mileage-fuel-rates-allowances)