

KILSBY PARISH COUNCIL

POLICY - COUNCILLORS AND CLERKS EXPENSES

MAY 2020

1. Kilsby Parish Council expect all New Councillors to attend basic New Councillor Training
2. The Cost of any Training Course attended by a Parish Councillors or Clerk will be met by the Council so long as Kilsby Parish Council has resolved that the Councillor or Clerk should attend.

3. All mileage or travel expenses will be paid by the Parish Council

Current Mileage rate based on that recommended by NALC / SLCC

A trip is measured from the time of leaving home base to returning to it. Consecutive days spent away on business without returning to home base all count as one trip.

4. The Parish Council expect a Councillor/ Clerk to try and minimise travel expense costs by sharing transport to events where possible, and limiting any public transport to Economy fares.

5. **Subsistence Rates (maximum reimbursable)**

Breakfast	£ 9-00
Lunch	£ 10-00
Tea (return after 7pm)	£ 6-00
Evening Meal (return after 8pm) - Outside London	£ 16-00
- London	£ 22-00

A claim for tea cannot be made where a claim is made for an evening meal.

6. **Overnight accommodation (bed & breakfast) (maximum reimbursable)**

London	£ 120-00
Outside London	£ 90-00

When staying in London members and officers should attempt to make use of the Ibis, Travelodge or Travel Inn chains. In the event that accommodation is not available at these hotels then alternatives may be booked and the maximum reimbursable will be the above published rate.

7. In the event of the Clerk attending Training which would benefit more than one Council whom employs that Clerk, and where more than one Council have resolved that the Clerk should attend, the expenses will be split pro-rata between Councils.

KILSBY PARISH COUNCIL

POLICY - COUNCILLORS AND CLERKS EXPENSES

MAY 2020

Miscellaneous

8. There may be other incidental expenses incurred by councillors that are not covered by this Policy. If there is any doubt as to whether an expense will be reimbursed, the question is to be referred to the Clerk/RFO, prior to incurring the expense.
9. There may well be other incidental expenses incurred by Councillors that are not covered by this policy. All cases of doubt should be referred promptly to the Clerk/Chair, prior to incurring the expense.
10. Reimbursement of expenditure Items purchased specifically at the direction of the council and the purchase authorised in accordance with Financial Regulations, will be reimbursed. Councillors should obtain a VAT receipt in the name of the council and submit it with the signed reimbursement claim form. Payments shall be made by cheque in arrears. (It is only possible for KPC to reclaim VAT on receipts in the name of Kilsby Parish Council)
11. Other Expenses • Stamps & stationery – these may be obtained from the Clerk. • Items purchased specifically at the direction of the Parish Council - Members shall endeavour to obtain a VAT receipt made out to Kilsby Parish Council. These shall be reimbursed via the Council Expenses claim form and submitted along with the receipt.
12. Miscellaneous There may well be other incidental expenses incurred by the Clerk tor Councillors that are not covered by this policy. All cases of doubt should be referred promptly to the Chair, prior to incurring the expense.
13. Any applications for reimbursement for consumables e.g. ink / paper should be made to the Clerk and will be considered by the Council. Councillors should apportion private versus Council use or request that the Clerk print items off for them. If documents are considered large the Council would expect the Councillor to be mindful of this and to access the information online so as not to waste paper or ink unnecessarily. The Councils decision is final.