



EXPENSES POLICY

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

Whatley 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
- 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 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
- 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
- items required to be purchased outside or in between meetings, to a total of £400 (incl of VAT), can be made without needing to get prior approval from the Council but **must** have email confirmation from the Chair (copied to the Clerk). 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.

Adopted and Signed by:

Chair of Whatley Parish Council:

Dated:

6.9.23

A handwritten signature in black ink, appearing to be 'R. Q.', written over a horizontal line.

Correspondence should be sent to: Clerk, Whatley Parish Council, 30 Galingale Way, Portishead, Bristol BS20 7LU or emailed to: clerk.whatleyparishcouncil@gmail.com