

Ulcombe Parish Council
Staff Expenses Policy
Adopted May 2024
(Reviewed annually thereafter)

A Travel and Subsistence

1) Councillors and the Clerk may reclaim the cost of travel and subsistence incurred if they attend a meeting as a representative of the parish council or attend a training session outside of the parish. Costs may not normally be claimed for travel to parish council meetings.

2) The reason for travel and any subsistence costs to be claimed should be agreed by the parish council and minuted, wherever possible, at the preceding meeting. If this is not possible, agreement must be given at the next meeting before repayment of any expenditure is made.

3) In accordance with the Travel and Subsistence Allowance set by the Parish Independent Remuneration Panel (May 2015), the following rates may be claimed:

Travel Car or van 45p per mile. An additional 5p per mile may be claimed if another passenger travels in the vehicle. Motorcycle: 24p per mile. Bicycle: 20p per mile.

Subsistence Breakfast £5.37, lunch £7.70, tea £3.04, dinner £9.53.

4) If a journey is undertaken by public transport, travel expenses will be reimbursed on the production of a receipt. There is an assumption that the most economical mode of travel will be used, where appropriate, eg off peak.

5) If there is no alternative form of transport available and the parish council agrees to the use of a taxi, travel expenses for this will be reimbursed on the production of a receipt.

6) The cost of parking will be reimbursed on the production of a parking receipt.

7) Before any expenses are reimbursed, a form will be submitted by the member of staff providing the following information: name; date of travel; place where they have travelled to; purpose of journey; names of any passengers; mileage, taxi or public transport cost; parking cost; subsistence costs

b) Expenses

Expenses will be itemised and may be claimed for:

i) Purchase or use of office equipment (on agreement with the parish council).

ii) Purchase of office consumables:

In accordance with Appendix 1 of the parish council's financial regulations (Delegation of Expenditure to Clerk) the clerk may expend, at their discretion, up to £150 per purchase on behalf of the parish council on items considered necessary to the discharge of their duties as parish clerk (eg the purchase of office supplies such as printer toners, stamps, stationery etc), without the prior approval of the parish council. The Clerk may incur expenditure of the same nature up to the value of £300 with the approval of both the Chairman and Vice Chairman but without the prior approval of the parish council. Due regard is to be paid to the annual budgetary provision allocated by the parish council when incurring such expenditure.

iii) Purchase of other items made on behalf of the parish council where approval for such purchases has previously been agreed.

iv) Connection or use of telephone line and Internet/broadband (but in accordance with HMRC guidelines).

v) The use of space, lighting, heating and electricity due to working from home (but in accordance with HMRC guidelines).

c) Insurance

The Council shall pay for any additional insurance premiums arising from the arrangements for working at home as set out in the Clerk's contract (clause 10.2).

d) Home office inspections

The Council will pay for the Clerk's home office electrical inspections as required.