



NORTH LEVERTON WITH HABLESTHORPE PARISH COUNCIL

Expenses Policy for Councillors

Document Control	
Date	May 2022
Details	Reviewed. Previous Clerk details removed. Document Control set up. Next review due September 2023

Purpose

This policy is written to clarify when and how councillors can claim expenses when carrying out authorised work on behalf of North Leverton with Hablesthorpe Parish Council.

The aims of the policy are:

- i. To ensure that expenses incurred by Councillors are reimbursed in a fair and timely manner.

To ensure that costs and expenses are controlled by the council. There are two types of expenses that are reimbursable by the council

Mileage

- i. The current mileage rate to all Councillors using their private car is 45p per mile up to 10,000 miles in each tax year.
- ii. Councillors may not claim for mileage incurred on journeys to or from their home to meetings within North Leverton.
- iii. Expenses will be paid in accordance with the shortest route from the parish to the meeting venue.
- iv. If more than one councillor attend the same meeting expenses will only be authorised for the use of one vehicle unless prior approval has been authorised.
- v. If more than four councillors attend the same meeting expenses will only be authorised for the use of two vehicles unless prior approval has been authorised.
- vi. Under no circumstances will the Parish Council pay any fines arising out of road traffic offences.
- vii. Councillors are strongly advised to check with their insurance company that they are covered for trips made on behalf of the Parish Council.

Claiming Expenses

- i. An 'Expenses Claim Form' (see annex 1) shall be completed and passed to the Clerk who will then place the claim on the agenda for the next full council meeting.
- ii. For expenses other than mileage all relevant receipts shall be attached to the claim form. No payment will be authorised if no valid receipt is made available.
- iii. Payment will be authorised by resolution at the relevant full council meeting and the claim form "signed off" by the Chairman.
- iv. Councillors are reminded that they will need to disclose an interest in the relevant agenda item at the appropriate meeting and will be requested to leave the room whilst this item is discussed.

Annex 1

EXPENSES CLAIM FORM

Claimant Name

Mileage Expenses

Date expense incurred

Venue visited and reason

Number of miles @ 45p per mile

Mileage expense claimed £

Other Expenses

Date expense incurred

Reason for expense

Details of expense(s) [please attach all receipts to this form]

Total of other expenses claimed £

Total to be claimed on this form £

The above claim was authorised for
payment by the council at their meeting dated

Chairman's Signature