



KINGSTHORPE PARISH COUNCIL

EXPENSES POLICY

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Introduction

It is the policy of Kingsthorpe Parish Council that no Councillors or employees should not be financially disadvantaged because of genuine Council business expenses

Kingsthorpe Parish Council will reimburse all or some of the expenses incurred by the Chair, Councillors, or the Clerk, in performing the duties required by the Council

This policy will apply to all Councillors, including co-opted Members, and any non-Councillor members of a Committee of the Council

The Local Authorities (Members' Allowances) (England) Regulations 2003 apply to those Parishes that pay members' allowances. Kingsthorpe Parish Council makes no provision for allowances, but does make provision for reimbursement of expenses as detailed below:

Chair's Expenses

Section 15(5) of the Local Government Act 1972 provides for Parish Councils to pay its Chair "for the purposes of enabling them to meet the expenses of office such allowance as the Council think reasonable".

A budget is set aside for the Chair each year to cover:

- Reimbursement of travel and subsistence expenses to attend events to which the Chair has received an official invitation through the Council office
- Small gifts, tokens of appreciation and donations to charity where this is considered to benefit the local community, for example the purchase of a poppy wreath
- Telephone, stationery, and printing
- Other such expenses as the Council thinks reasonable

If the Chair is unable to attend an event to which they have received an official invitation through the Council office, the Vice Chair may be requested to attend as a substitute. In these instances, the Vice Chair will be reimbursed according to the paragraph above. The expenses will be charged against the Chair's budget

Councillor Expenses

- Reimbursement of travel and associated travel expenses on journeys on Council business
- 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.
- Other expenses, provided they have been approved in advance by the Council

Clerk's Expenses

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

- Reimbursement of travel and associated travel expenses on journeys on Council business (over and above travel to the normal place of work as defined in employees' contract)
- Stationery, postage and printing costs and other office consumables
- All necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council
- Other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council