**Laxton Parish Council**

**Expenses Policy**

**1. Policy Statement:**

1.1 Laxton Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

**2. Clerk’s Expenses**

2.1 The Clerk will be able to claim the following expenses:

1. travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates.
2. subsistence which may include overnight accommodation and meals incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.
3. contribution towards the cost of computer or other office equipment.
4. stationery, postage and printing costs and other office consumables.
5. connection and rental of telephone line and internet/broad band and the cost of telephone calls made by the Clerk from home on council business.
6. reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business.

**3. Councillor’s Expenses**

3.1 Parish Councillors are unpaid and do not receive an annual allowance.

3.2 Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area. Travelling and associated expenses on journeys on Council business to include mileage at current NJC rates and parking.

**4. Councillor and Clerk travelling and subsistence allowance**

4.1 A Parish Councillor and Clerk shall be entitled to be paid Parish travelling and subsistence allowance at the current NJC rates.

4.2 No claim for subsistence shall be made in respect of any meal provided free of charge by the Parish Council or by a third party.

4.3 The following limitations apply on reimbursement of subsistence for:

1. breakfast: an absence of more than four hours commencing before 0700 hrs - £6
2. lunch: an absence of more than four hours to include commencing before 1100 and finishing after 1500 hrs - £8
3. tea: an absence of more than four hours finishing after 1830 hrs. - £4
4. dinner: an absence of more than four hours finishing after 2030 hrs. - £15
   1. Tea and dinner allowances cannot be claimed on the same day.

4.5 Councillor travel and subsistence claims and Clerk’s subsistence claims must be mandated and have prior approval of the Council.

4.6 All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Approved Date: March 2015 (Minute 44/14)

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