



# Oliver's Battery Parish Council

## Expenses Policy

Oliver's Battery Parish Council will make reimbursement for all necessary and reasonable expenses the Clerk, the Chairman or Councillors directly incur in performing the duties required by the Council.

### 1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- 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.
- Contribution towards the cost of computer or other office equipment.
- Stationery, postage and printing costs and other office consumables.
- Provision of a mobile telephone, for use on council business only, together with all usage costs.
- Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business.

### 2. Chairman's Expenses

The Chairman will be able to claim the following expenses:

- Stationery, postage and printing costs.
- An annual allowance of £100 to defray the expenses of his office.

### 3. Councillor's Expenses

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

Councillors (including the Chairman) will be able to claim 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.
- For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the Council.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

### 4. Approved Purchases

Councillors (including the Chairman) will be able to claim for approved purchases made on behalf of the Parish Council.