EASTON ON THE HILL PARISH COUNCIL

Hibbins Cottage, The Green, Ketton, Stamford PE9 3RA

Email: clerk@eastononthehill-pc.gov.uk

TRAVEL AND EXPENSES POLICY

Easton on the Hill Parish Council aims to ensure that no member or employee is financially disadvantaged when representing the Council. In this respect, Easton on the Hill Parish Council will make reimbursement of all or some of the expenses incurred by the Clerk and Councillors while performing duties required by the Council, as per this policy.

1. **Clerk's expenses. The Clerk will be able to claim expenses for:**
   a) Travelling and associated travel expenses related to Council business to include mileage at current NJC rates (now aligned with Government HMRC rates) and parking, provided that such expenses have been approved by the Council. A mileage claim form should be completed and listed as a payment for approval each month.
   b) Purchases made on behalf of the Council provided that such expenses have been approved by the Council. Expenses claims should be submitted with a VAT receipt in the name of the Council.

2. **Councillors' expenses**. **Easton on the Hill Parish Council does not pay a basic allowance to Councillors or the Chairman. They will be able to claim expenses for:**
   a) Travel and subsistence – Councillors may be reimbursed for expenses for travel and subsistence when carrying out duties approved by the Council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties. This includes attendance at training events and courses. An expenses form should be completed and submitted to the Clerk for approval at the next appropriate Council meeting.
   b) Approval for attendance at events referred to above will normally be approved in advance at full council meeting, however, in emergency situations or if the details of the event are published between meetings, expenses may be approved after the event.
   c) Councillors will not receive expenses for attendance at meetings of Easton on the Hill Parish Council or work within the Parish.
   d) Allowances in respect of travel will be in accordance with NCALC/NJC approved rates and therefore will not be taxable. Where possible, attempts will be made to minimise travel expenses by car sharing.
   e) Items purchased specifically at the direction of the Council will be reimbursed. Councillors should obtain a VAT receipt in the name of the Council and submit it with a claim form.

Agreed at the meeting on
To be reviewed as and when it is deemed necessary.