WRITTLE PARISH COUNCIL

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Expenses Policy and Chairman's Allowance

Version Number	Date	Author	Notes
0.1	02 April 2020	A Wallerstrom	Approved at PCM – 1 July 2020
0.2	29 Nov 2021	L Fox	Approved at PCM – 6 Dec 2021
0.3	29 Nov 2022	L Fox	Approved at PCM – 5 Dec 2022
0.4	27 April 2023	L Fox	Approved at PCM – 15 May 2023
0.5	15 May 2024	S Vainola	Approved at PCM – 13 May 2024
0.6	6 May 2025	J Atterbury	Approved at APCM - 12 May 2025
0.7	7 May 2026	L Fox, Parish Clerk	Approved at APCM – 11 May 2026

Date of next review May 2027.

Purpose

The purpose of this policy is to replace the current annual allowance for Councillors and provide clear guidance on the reimbursement of all necessary and reasonable expenses incurred by persons whilst on Parish Council Business.
It is expected that claimants will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum. All claims will be diligently reviewed by the Council/Clerk prior to reimbursement.

Scope

The policy extends to all Councillors and staff who directly incur expenses whilst performing the duties required by the Council.
The following provides a guideline for reimbursement and is by no means an exhaustive list of valid expenses.

Travel

Councillors and staff shall be entitled to reimbursement of travelling expenses incurred whilst on parish business, outside of attending any Parish Council meetings or work within the parish. Parish business is given to mean anything approved for the purpose of, or in connection with, functions of the Council or its committees or working parties, including attendance at relevant training courses. Claimants should be mindful of seeking the most cost-effective and environmentally responsible mode of transport and are assumed to have made an appropriate judgement between cost and convenience when necessary. Car sharing is encouraged where appropriate.

i) Travel by car

The Council will reimburse relevant and appropriately evidenced mileage at the rates published by HMRC, currently (April 2022):

Car or van	45p per mile (up to 10,000 miles, 25p thereafter)
Motorcycle	24p per mile
Bicycle	20p per mile
Passengers	5p per mile, per additional passenger (payable to driver)

* Passengers must be Councillors or staff members of Writtle Parish Council

Councillors and staff use their own vehicles at their own risk. It is the claimant's responsibility to ensure they hold the relevant licence to drive in the UK and that their vehicle is appropriately insured, with an in-date MOT certificate and fully taxed.
Claims for parking and congestion/toll charges, where reasonably incurred, must be accompanied by appropriate evidence. Parking fines and penalties will not be reimbursed unless under exceptional circumstances and subject to approval by the Council. Under no circumstances will speeding fines or other penalties relating to traffic violations be reimbursed.

ii) Public Transport

The rate payable for travel on trains or buses shall not exceed the amount of ordinary standard class fare and claimants are expected to have made use of any reduced fare arrangements, such as cheap day returns, where possible.
Reimbursement for taxi travel will only be considered in exceptional circumstances and the reason for doing so must be outlined on the expenses claim form with the relevant receipt attached.

Subsistence

Claims for food or meals purchased whilst attending to parish business away from the normal place of work will be considered for reimbursement where reasonable justification is made. The claim must only apply to the individual and is limited to a daily cost of £10. Valid reasons should, if not already pre-approved, be given on the relevant claim form along with receipt(s).

Accommodation

Reasonable requests for reimbursement of overnight accommodation will be considered in exceptional circumstances and **must** be pre-approved by Council. Exceptional circumstances could include instances where attendance would be impossible or impractical without an overnight stay. Reimbursement in such an instance would be up to £100.

Other expenses

The following purchases and incidental expenses will be considered for reimbursement when accompanied by appropriate evidence and valid reasons for purchase are given:

- Office consumables
- Stationery
- Printing/copying
- Postage
- Refreshments
- Telephone used wholly and exclusively for the purpose of conducting Writtle Parish Council business

Unallowable Expenses

In addition to those outlined above, the following expenses will not be considered for reimbursement under any circumstances:

- Entertainment (personal or of others)
- Mini bars/bars
- Excessive amounts without prior approval of the Council

Procedure for Reimbursement

All claims for expenses reimbursement must be the actual costs incurred wholly, exclusively and necessarily in the performance of Writtle Parish Council business. All claims must be submitted for reimbursement to the Clerk with an accompanying signed Writtle Parish Council 'Expenses Claim Form' and relevant, original receipts must be securely attached to the form. Where possible, these receipts should be VAT receipts. Credit card slips do not constitute a valid receipt and claim forms without valid receipts will not normally be reimbursable. It is the Clerk's responsibility to ensure the validity of each claim and that each item is supported by a receipt and will countersign to confirm. Mileage claims can be checked using an online route finder such as AA or Google maps. Presentations for reimbursement should be made as soon as reasonably possible and, as a minimum, on a quarterly basis. Reimbursement payments will be made monthly in arrears via either bank transfer or cheque. The limit for claims for expenses is £50 and anything above this amount must be pre-approved by Council.

Chairman's Allowance

In accordance with Section 15 of the Local Government Act, 1972, a Chairman's Allowance is made available in the annual budget and for 2026/27 that amount is £200. The allowance is to be used at the Chairman's discretion, and in agreement with the Clerk, for donations and gifts up to a limit of £50 per individual item. Any amount falling outside of this limit must be put to Council for approval.

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Expenses Claim Form

Claimant Name ______________________________

Date of Expense ______________________

Expense Amount £ __________ **(limit £50)**
Amounts over £50 must be pre-approved

Expense Type:

Mileage
Travel
Purchases
Other Please state ____________________________

Reason for expense ____

____

Evidence attached: (please ensure receipts are original VAT receipts where possible)

Receipt
AA Routefinder etc
No evidence (Please give reasoning) ______________________

____

I confirm that this claim is accurate and that the above expense has been incurred by me in the performance of my duties for Writtle Parish Council

Signed ___________________________

Date _______________

Writtle Parish Council will meet all reasonable expenses incurred by claimants in carrying out their duties. Please give brief details of what the expense relates to,

giving details of journey and attaching relevant receipts. Claims without receipts may not be reimbursed.

Evidence seen	**Expense Approved**
Signed ______________________	Signed ______________________
Date ___/_____/________	Date ___/_____/________
Print ______________________	Print ______________________
	Counter-signed ______________________
	Date ___/_____/________
	Print ______________________

Expense Reimbursed
Signed ______________________
Date ___/_____/________
Print ______________________
Bank transfer Cheque
Amount if not reimbursed in full £