



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

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Staff and Parish Councillors expenses policy

Adopted on 18th June 2024

Purpose

This policy sets out the rules on how employees can claim for expenses incurred in the performance of their duties for the Parish Council. The purpose of this policy is to ensure that staff and Parish Councillors are reimbursed for business expenses.

Any expenses for purchases will require a receipt. If this is not possible then the reasons why a receipt cannot be provided must be verified and countersigned by the clerk and Chair of the Parish Council.

All expenses will be added to the monthly payment schedule (which is approved by the Parish Council) and will be paid by bacs monthly and must be claimed within two months.

Staff Travel Expenses

All staff can claim travel expenses for any work-related mileage and for attendance evening meetings and for attendance of training courses. Staff cannot claim mileage for travel between home and the Parish Council office. This will be paid at the mileage rate set by HMRC or production of a receipt of rail travel. The date of the mileage claim needs to be recorded on the staff claim form along with the purpose/reason for travel, number of miles claimed, rate of claim (as set by HMRC) and the total amount of claim.

Other Expenses

The Parish Council shall reimburse other approved expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Parish Council.

Parish Councillors Travel Expenses

All Parish Councillors cannot claim travel expenses.

Parish Councillors allowances

Appleton Parish Council does not pay any Parish Councillor, including the Chair, an allowance. There is a small sum set aside in the budget called the Chair's allowance. However, this is not a lump sum payment which is made to the Chair. This is an allowance to allow payment for ah-hoc cards and gifts by the Parish Council. The clerk as directed by the Chair and/or Parish Council can purchase ah-hoc cards and gifts with a receipt and the amount will be taken from the Chair's allowance budget. For example, this is used to purchase bereavement condolence cards or a gift for a long serving Parish Council who has resigned from the Parish Council.