Appleton Parish Council

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

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Expenses Policy

Staff and Parish Councillors

Adopted by Appleton Parish Council by resolution on 21 April 2026 and will be reviewed periodically thereafter.

Reviewed: 21 April 2026 (8)

Purpose

This policy sets out the rules on how employees and councillors 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

Travel between home and the Parish Council Office, or other locations within the Parish boundary will not be reimbursed, unless approved by the Council for evening meetings where the Council determines such travel exceeds normal duties.

Approved travel may include travel expenses for staff for any work-related mileage using the employee's own vehicle to attend Council approved meetings or training courses outside the Parish boundary. For such approved travel, employees are able to claim travel expenses for the difference in the usual home to work costs.

Mileage expenses for approved travel will be paid at the mileage rates in accordance with the staff members contract of employment. If rates are not shown in the employment contract, then rates shall be as currently set by HMRC. 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 and the total amount of claim.

<u>Rail</u>
Approved rail travel shall be for standard class rail fares only. Where possible rail journeys should be booked well in advance to benefit from any discounts for early booking. Payable against production of receipt of rail travel

<u>Taxis</u>
Any use of taxis will require prior approval and only in limited circumstances. These are : -

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

Other Expenses

The Parish Council shall reimburse other pre-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

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 ad-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 Councillor who has resigned from the Parish Council.