**A picture containing shape

Description automatically generated**

**Wherstead Parish Council**

**Expenses Policy**

It is the aim of Wherstead Parish Council that no employee or member be financially disadvantaged when representing the Parish Council.

Wherstead parish Council will reimburse all legitimate expense claims incurred by the Clerk, RFO, Chairperson, Councillors, members of Committees or individuals undertaking activities on behalf of the Council.

Expense receipts will be authorised by the Council at each main meeting of the Parish Council.

**Clerk/RFO Expenses**

The Clerk/RFO will be able to claim the following expenses when supported by receipts:

* Stationery, Postage and printing costs and other office consumables.
* A reasonable sum to cover the extra costs office space, lighting, heating, insurance and electricity arising from the Clerk/RFO’s use of home for council business. This will be set at the Inland Revenue limit for ‘additional household expenses’ for employees of £6.00 per week or £26.00 per month from 2020/21 onwards.
* All necessary computer software or upgrades required for the Clerk/RFO to fulfil the duties required and agreed by the Council.
* Travelling expenses on journeys on Council business – to include mileage at the current Inland Revenue non-profit making rate currently 45p per mile as at July 2022.  
  Other expenses including overnight accommodation or meals incurred in the performance of Council business providing they have been pre- approved by the Council.

**Councillor Expenses**

Parish Councillors are unpaid and do not receive an annual allowance. They are entitled to claim the following expenses when supported by receipts.

* Travelling expenses on journeys on Council business – to include mileage at the current Inland Revenue non-profit making rate currently 45p per mile as at July 2022.
* Items purchased specifically at the direction of the Council. Every effort should be made to obtain a VAT receipt and forward to the Clerk/RFO.
* Other expenses approved in advance by the Council.

Signed …………………………………………………………………..

Date………………………………………………………………………

Date for next review……………………………………………..