

# **Stainton & Streatlam Parish Council**

## **Expenses Policy**

Stainton & Streatlam Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

### **1. Clerk's Expenses**

The Clerk will be able to claim the following expenses.

- Payment for course fees for training approved by the Council.
- Travelling and associated travel expenses on journeys on authorised council business to include mileage at current NJC rates and parking.
- Subsistence, which may include overnight accommodation and meals, incurred in the performance of Council business provided that such expenses have received prior approval by the Council and are receipted
- A contribution towards the cost of computer or other office equipment.
- Stationery, postage and printing costs and other office consumables.
- A contribution towards connection and rental of telephone line and internet/broadband and the cost of telephone calls made by the Clerk from home on council business.
- A contribution towards the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business. (£30 per annum, based on 4 hours per week).

### **2. Chairman's Expenses**

The Chairman can receive a small annual allowance to defray the expenses of his office:

- Stationery, postage and printing costs.
- The Chairman's allowance to be set as no more than £50.00.

### **3. Councillor's Expenses**

Parish Councillors are unpaid and do not receive an annual allowance.

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area (encompassing Teesdale district):

- Travelling and associated expenses on journeys on Council business to include mileage at current NJC rates and parking.
- For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the Council.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and **MUST** be accompanied by a receipt.

Councillors may be reimbursed for purchases made on behalf of the Parish Council provided the purchase has been made with the mandate and prior approval of the Council.

*This policy was adopted by Stainton & Streatlam Parish Council at the September 2014 meeting.*