

Lydiard Millicent Parish Council Expenses Policy

Introduction

It is the aim of Lydiard Millicent Parish Council (hereafter known as the Council) that no Employee or Member be financially disadvantaged when representing the Council.

The Council will reimburse all or some of the expenses incurred by the Clerk, Handyman, the Chairman or Councillors in performing the duties required by the Council.

Expense receipts will be verified by the Chairman at each main meeting of the Council.

Clerk's Expenses

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

- stationery, postage, printing costs and other office consumables, and home printing cost of .05p per sheet.
- reasonable sums to cover the extra costs of space, lighting, heating and electricity arising from the Clerk's use of home for Council business. This will be set in line with the Inland Revenue limit for "additional household expenses" for employees at £6.00 per week, £26.00 per month from 2021.¹ Lydiard Millicent Parish Clerk receives £18.00 per month.
- any additional premium required by the Clerk's own home insurance provider in respect of the Clerk's private premises being the main place of work.
- all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- travelling and associated travel expenses on journeys on council business (except one visit per week to Jubilee Club House and for attendance at Parish Meetings) - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.²
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council

Handyman Expenses

The Handyman will be able to claim for authorised items required to conduct his work for the Council, when supported by receipts:

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 and form:

- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.²
- items purchased specifically at the direction of the Council.
- other expenses, provided they have been approved in advance by the Council.

1. Expenses and Benefits for Homeworking guidance:
<https://www.gov.uk/expenses-and-benefits-homeworking/whats-exempt>
2. Mileage Allowance
<https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2021-to-2022>

Date Approved by Council: _____

Date for Review: _____