

Ettington Parish Council

Payment of Expenses to Council Members

**Adopted on:
Re-adopted**

**14 January 2015
May 2023 230510/5**

**Review Date: Annually at May meeting of
Parish Council unless necessitated by changes
in legislation or best practice**

1 Introduction

The purpose of this policy is to ensure that Councillors are not "out of pocket" as a result of undertaking Council Business.

The policy will apply to Councillors, including co-opted Councillors and any member of a steering/community group which is supporting /working on behalf of the Council (for example the Neighbourhood Plan Steering Group).

Travel

Travel expenses are claimable when carrying out previously approved duties (approved duties generally mean the doing of anything approved by the Council, or anything of a class so approved for the purpose of, or in connection with, the discharge of functions of the council including any committees or working parties) .

Payment will be made at the rate of 45p per mile and should be claimed quarterly (for approval at July, October, January and April meetings) on the form at Appendix a;

2 Printing

Councillors, including co-opted Councillors, may claim costs of printing papers as are required to fulfil Council duties, examples might include, printing meeting papers, printing papers for the purpose of researching Council business, eg planning papers etc.

Payment will be made at the rate of 10p per sheet and should be claimed quarterly (for approval at July, October, January and April meetings) on the form at Appendix a;

3 Telephone Calls

Councillors, including co-opted Councillors, may claim costs of telephone calls as are required to fulfil Council duties

Payment will be made at the rate of 10p per call and should be claimed quarterly (for approval at July, October, January and April meetings) on the form at Appendix a;

4 Other Expenses/Items purchased specifically at the direction of the Council

Other expenses will be subject to consideration and approval at a meeting and will normally be subject to prior approval. They will be reimbursed in full and will be supported with a receipt which, if appropriate, should be a VAT in the name of Ettington Parish Council in order that VAT can be reclaimed.

Claims should be made on the appropriate form at Appendix a but are not restricted to particular months.

5 Other

Members of the Council/groups (as defined at point 1) are not obliged to claim expenses should not feel obliged to not claim.

Claimants are responsible for making any necessary declarations in respect of tax payable.

Claims should be submitted to the Councillor by the first Wednesday of the month.

Appendix a)

Ettington Parish Council

Expenses Claim Form

Name of Claimant				
Travel	Date	Purpose	Miles	Total (Miles x 45p)
Printing	Date	Purpose	Pages	Total (pages x 15p)
Telephone Calls	Date	Purpose	Calls	Total (calls x 10p)
Other Please attach receipt	Amount			
Total of Claim				