



Parish Council Travel & Expenses Policy

It is the aim of Yalding Parish Council that no member will be financially disadvantaged when representing Yalding Parish Council.

Yalding Parish Council will reimburse the agreed expenses that the staff and Councillors incur in performing the duties of the Council. All claims must be made in the following manner:

- (i) An Excel spreadsheet together with the relevant vouchers shall be submitted to the Clerk at least three clear days before a meeting.
- (ii) Claims by the Clerk to be authorised by The Chairman.
- (iii) All expenses' claims to be authorised at a Parish Council Meeting.

1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on Council business to include mileage at current NJC rates, currently 45p a mile, and parking.
- Subsistence, which may include overnight accommodation, and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.
- Any out of pocket expenses incurred on Council business, subject to prior approval by the Chairman or Vice Chairman.

2. Chairman's Expenses

The Chairman is unpaid and will not receive any allowance other than out of pocket expenses incurred on Council business, as below.

3. Councillors' Expenses

All Parish Councillors are unpaid and do not receive any allowance other than out of pocket expenses as below.

3.1. Travel and subsistence

3.1.1. All Councillors may be reimbursed for expenses for travel and subsistence when carrying out approved duties (approved duties generally means the doing of anything approved by the Council, or anything of a class so approved for the purposes of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties).

3.1.2. Councillors will not receive expenses for any meeting of Yalding Parish Council.

3.1.3. The rates of the allowances in respect of travel shall be the HMRC non-profit making rate, currently 45p a mile.

3.2. Stamps and stationery

Members may obtain these from the Clerk.

3.3. Items purchased specifically at the discretion of the Council

These shall be reimbursed. Claims shall be via a written invoice. Members shall endeavour to obtain a VAT receipt in the name of the Council and pass this onto the Clerk.

3.4. Other Expenses

Members will be expected to provide documentary evidence for items spent on Council-related costs.

Re-adopted July 2024

To be reviewed annually at the Annual Parish Council Meeting (see minutes of that meeting).