



SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

EXPENSES POLICY

It is the aim of Saughall and Shotwick Park Parish Council that no employee or Member will be financially disadvantaged when representing the Parish Council. The Parish Council will reimburse all or some of the expenses incurred by the Clerk, the Chairman or Councillors in performing the duties required by the Council. Expense receipts will be verified by the Chairman at each meeting of the Council.

CLERK'S EXPENSES

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

- stationery, postage and printing costs and other office consumables;
- a contribution towards broadband and telephone costs, currently £6 per month;
- 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 - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.¹
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council.

COUNCILLOR'S EXPENSES

Parish Councillors are unpaid and do not receive an annual allowance except for the Chairman who will receive £1000 per year at the time he/she is elected to that office.

Parish Councillors are entitled to claim the following expenses when supported by receipts:

- 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. ¹
- items purchased specifically at the direction of the Council. Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk.
- other expenses, provided they have been approved in advance by the Council.

Signed (Chairman):

Date:

Date for next review:

¹ [Rates and thresholds for employers 2019 to 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/rates-and-thresholds-for-employers-2019-to-2020)