HAGLEY PARISH COUNCIL

Expenses Policy

Adopted on -
Minute reference -

HAGLEY PARISH COUNCIL EXPENSES POLICY

1. Purpose

This policy sets a framework for claiming expenses incurred on behalf of Hagley Parish Council. The policy ensures Officers and Councillors act reasonably when incurring expenses and achieve value for money. In the interests of value for money and to support the appropriate use of public funds, claimants are expected to be prudent in their spending. The Parish Council is required to be diligent in their review and approval of expenses to avoid the Parish Council incurring any unnecessary expense.

2. Scope

This policy applies to all Officers who work under a contract of employment with Hagley Parish Council and to Councillors who claim expenses as a result of undertaking voluntary work, training or any other relevant work on behalf of Hagley Parish Council.

3. Expenses

When incurring business travel expenses, if possible, approval needs to be obtained in advance; provided that all expenses are reasonably incurred while on Hagley Parish Council's business they will be reimbursed.

a. Travel by car

• If an officer, councillor uses their own vehicle, the mileage claimed need not be receipted. However, evidence should be provided of the distance travelled using the agreed monthly mileage expense claim form.

• Car mileage for business use is paid at 45 pence per mile, subject to changes in line with HMRC guidelines, thus avoiding tax implications.

• Parking fines or penalties will not be reimbursed unless there are exceptional circumstances and this is at the discretion of the council.

• Under no circumstances will speeding or any other form of traffic violation, penalty or fine be reimbursed.

b. Other expenditure

Full Council approval is required to authorise Councillor expenditure. Any items purchased with Parish Council administered funds are Parish Council property.

4. Claims

It is the responsibility of the Council to ensure that all items claimed by Officers are legitimate and supported by a receipt. Original receipts must be retained. In the event that a receipt cannot be provided for an otherwise legitimate expense, it will be the discretion of the Council as to whether or not that item is approved for payment. A bank signatory should initial the claim as evidence of

the review and approval before passing it to the Clerk for payment. It can then be filed for audit purposes.

All Parish Council expenditure is subject to scrutiny and audit by government agencies, internal and external auditors, funders and their auditors and other sponsors.