

BITTESWELL WITH BITTESBY PARISH COUNCIL

Expenses Policy

Policy adopted on 16 June 2016 | Reviewed May 2024

Payment of expenses to clerks, councillors and employees

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

1. The Council will reimburse all expenses incurred by the Clerk in the discharge of the duties of the Office of the Clerk to the Council that are approved by the Council. This includes the cost of all stationery and consumables and computer consumables, which should be reimbursed against vouchers/invoices submitted to the Council.
2. The Council will provide a mobile phone on a pay monthly contract for the use of the Clerk for council business only. The Council may ask for a log of calls to be kept.
3. The Council will reimburse the cost of postage for council business only. The Council may ask for postage log to be kept.
4. The Council will pay the Clerk an agreed sum to take into account the use of space, lighting, heating, broadband and electricity due to working from private premises. At 1st April 2024 the rate is £800 per year to be paid monthly.
5. The Council will pay the Neighbourhood Plan Clerk an agreed sum to take into account the use of space, lighting, heating, broadband and electricity due to working from private premises. At 1st April 2024 the rate is £190.08 per year to be paid monthly.
6. The Council will provide a dedicated laptop and will pay for all necessary computer software/hardware or upgrades to fulfil the duties required by the Council.
7. The Council will provide a printer and will reimburse the cost of cartridges/toner when used for Council business only.
8. The Council should also fully indemnify the Clerk for both Employers and Public Liability Insurance for working from their own premises or any additional premium required by the Clerk's own insurance.
9. Travel by car or cycle for approved purposes will be reimbursed at the current rate allowed by HMRC for casual car users. At 1st April 2024 the rate is £0.45 per mile for car use and £0.20 per mile for cycle use.
10. The Council will pay an external meeting allowance, when the clerk attends meetings or training courses as the representative of the Council. The payments will be subject to PAYE and NIC requirements. At 1st April 2024 the rates are £20.00 for a day meeting, £12.50 for a part-day meeting and £15 for an evening meeting.
11. The Council will reimburse all expenses incurred by councillors in the discharge of their duties and that are approved by the Council. Purchases will be reimbursed against vouchers/invoices submitted to the Council. Travel by car or cycle for approved purposes will be reimbursed at the current rate allowed by HMRC for casual car users.