

Manston & Hammoon Parish Council

Councillors Travel and Expenses Policy

It is the aim of Manston & Hammoon Parish Council that no Councillor will be financially disadvantaged when representing the Council.

The Parish Council will make reimbursement for all or some of the expenses either the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his or her office:

- a. Stationary, postage and printing costs
- b. Hospitality and gifts

Councillor's Expenses

Parish Councillors are unpaid and do not receive an annual allowance.

Travel and Subsistence

- Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties. Approved duties usually means 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 the functions of the Council or any of its committees or working parties.
- Approval for attendance at events / activities referred to above will normally be approved in advance at a full Council meeting, however in an emergency if details of the event / activity come to light between meetings such expenses may be approved after the event.
- Parish Councillors will not receive expenses for attendance of any meeting of Manston & Hammoon Parish Council or any work within the Parish
- Where possible attempts should be made to minimise expenses by sharing lifts.
- The rates of the allowances in respect of travel shall be as follows: All vehicles: HMRC approved limit (currently £0.45 per business mile)

Items purchased specifically at the direction of the Council

- These will be reimbursed. Members will obtain a VAT receipt in the name of the Council and pass this to the Clerk along with the expenses form on the approved form
- Telephone expense - telephone costs necessarily incurred to allow councillors to carry out their role effectively may be reimbursed. All claims for telephone expenses must be supported by an itemised bill clearly identifying the rental/calls that make up the amount claimed.

General

- Applications for the reimbursement of the above expenses are to be made on the approved application form
- Mileage claims will be based on AA route finder and should be accompanied by a print out. Claims for other expenses should be accompanied by the receipt
- Applications for expenses must be submitted to the Clerk within three months of the expense being incurred

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