KING'S SUTTON PARISH COUNCIL

EXPENSES / TRAVEL / ALLOWANCES POLICY

King's Sutton Parish Council will make reimbursement for all or some of the expenses of the Clerk, Staff, and Councillors incurred in performing the duties required of the Council. It is the aim of King's Sutton Parish Council that no member or Staff member be financially disadvantaged when representing King's Sutton Parish Council, whenever possible.

1. **Staff Expenses:-**
   Staff will be able to claim the following expenses if it is deemed relevant to their role and duties:-
   I. Travelling and associated travel expenses on journeys for Council business from the normal place of work to include mileage at the HMRC non-profit making rate (currently 0.45p per mile) and therefore, will not be taxable.
   II. 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.
   III. Stationery, postage and printing costs and other office consumables incurred by the Clerk.
   IV. Consumable costs such as petrol for maintenance equipment; safety wear; required equipment.
   V. A homeworking allowance of a statutory amount tax free, provided that the Parish Council is satisfied that the total amount paid does not exceed the additional household expenses involved.

2. **Councillors Expenses:-**
   I. Councillors may be reimbursed for expenses for travel and subsistence when carrying out duties approved by the Council, or anything 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. This includes attendance at training courses.
   II. Approval for attendance at events will normally be approved in advance at full council meetings, however, in emergency situations or if the details of the event are published between meetings, expenses may be approved after the event.
   III. Councillors will not receive expenses for attendance at any meeting, committee or working of King's Sutton Parish Council or work within the Parish.
   IV. For the avoidance of doubt, the following are not eligible for reimbursement of travelling and subsistence allowance:-

      Attendance at any meetings of KSPC

      Attendance at training or promotional events organised by KSPC;

      Attendance at political meetings;

      Attendance at the Annual Parish Meeting, services or parades in the parish;

      Attendance at meetings of outside bodies on which members serve but to which they have not been appointed by KSPC;

      Child care costs;

Any Councillors expenses which have not been previously authorised by KSPC.

V. Allowances in respect of travel will be HMRC non-profit making rate (currently 0.45p per mile) and therefore will not be taxable. Where possible attempts should be made to minimise travel by car sharing and on such occasions payments will be made to the driver / car owner.

VI. Items purchased specifically at the direction of the Council will be reimbursed. Councillors should obtain a VAT receipt in the name of the council and submit it with the Expenses Claim form available from the Clerk.

VII. Applications for reimbursement should be made on the Expenses Claim Form and submitted to the Clerk. Applications should be submitted within 2 months and will be approved for payment at the next available Full Council meeting. Except for mileage, all expenses must be supported by a receipt, including car parking.

Reviewed:	17th March 2020	**Minute No. FGP 85.19/20**
Approved:	16th April 2020	**Minute No. 208.19/20 A1**
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Approved:	4th Sept 2025	**Minute No. 95.25/26 B3**

Signed:_____ Date:_____