

# TAKELEY PARISH COUNCIL

## POLICY: MEMBERS CLAIMING EXPENSES

Any financial expense to the Parish Council should be authorised and recorded by Council in advance.

If expenditure is required prior to authorisation by the full council (i.e. next council meeting) members should contact the Clerk/RFO who will seek appropriate authorisation through Finance Committee members (minimum of 2 councillors).

### COURSES/MEETINGS/EVENTS

- Members should seek authorisation to attend courses/meetings/events on behalf of the Council via the Clerk
- Authorisation to attend will be recorded in the next full council meeting minutes.
- The Clerk will complete bookings/reservations and will arrange authorisation and payment of booking fees.
- Members are entitled to claim 'out of pocket' travelling expenses and food costs (if not provided) (see 'Claiming Expenses').

### SUNDRY ITEMS (Equipment, Stationery etc)

If a member requires to make a purchase for the benefit of the Council or in order to fulfil their function as a councillor they should:

- Seek authorisation via the Clerk
- Authorisation will be recorded in the next full council meeting minutes
- Agree whether the item will be purchased by the Council directly or if the member will be reimbursed (see 'Claiming Expenses')

### TRAVELLING EXPENSES

Members are entitled to claim 'out of pocket' expenditure only.

- Prior to travelling the appropriate authorisation should be sought via the Clerk.
- Authorisation will be recorded in the next full council meeting minutes
- Members are entitled to claim mileage at the appropriate NALC rate when travelling to a venue by car.
- Reimbursement of fares/car parking fees should be claimed accompanied by receipts (see 'Claiming Expenses')

### CLAIMING EXPENSES

- Expenditure can be claimed via an invoice or completion of an 'Expenses Claim' form (Clerk to provide)
- The Expense Claim form should detail the date and nature of the claim (including course/meeting details) and be accompanied by receipts (except for car mileage)
- The Clerk will verify completion of the form, arrange authorisation and cheque payment.
- Member must sign the form to acknowledge receipt of payment

### NALC CAR ALLOWANCE (Effective April 2010)

Engine Size	451 - 999cc	1000 - 1199cc	1200 + cc
Rate per Mile	46.9p	52.2p	65.0p