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# **Bourton-on-the-Water Parish Council**

## **Expenses Policy**

### **Chairman and Councillors' Expenses**

#### **1. Councillors' Allowances**

The Local Authorities (Councillors' Allowances) (England) Regulations 2003 apply to those parishes that pay Councillors' allowances. Bourton-on-the-Water Parish Council makes no provision for allowances but does make provision for reimbursement of expenses as detailed below.

#### **2. Chairman's Allowance**

A budget is set aside for the Chairman each year to cover:

(a) Reimbursement of travel and subsistence expenses to attend events to which the Chairman has received an official invitation through the Parish Council offices. (The HMRC approved rate, currently 45p per mile, is used for private vehicles.)

(b) Reimbursement of the cost of any tickets for events to which the Chairman has received an official invitation through the Parish Council offices.

If the Chairman is unable to attend an event to which they have received an official invitation through the Parish Council offices, the Vice Chairman may be requested to attend as a substitute. In these instances the Vice Chairman will be reimbursed according to 2(a) and 2(b) above. The expenses will be charged against the Chairman's Allowance.

(c) Any other expenses as they see fit eg wreaths for Remembrance Day service.

#### **3. Councillors' Expenses**

Councillors attending training courses or other events which the Council has requested they attend as the Council's representative(s) will have their travel expenses reimbursed. Mileage will be reimbursed according to the HMRC approved rates specified in 2(a) above.

#### **4. Items purchased specifically at the direction of the Council**

All items should be purchased in accordance with the Financial Regulations and should normally be ordered by the Clerk or Assistant Clerk. A VAT receipt or invoice should be obtained for all purchases and any invoices should be addressed to the Parish Council.

#### **5. Stationery and Stamps**

Small items of stationery required for meetings and home use (eg pens, pencils, notepads) can be obtained from the Parish Office. Items for postage should be brought to the Parish Office. If any other items are requested for use by an individual councillor, then this will require Council approval.

#### **6. Employee Expenses**

Employees may claim travel and subsistence expenses when carrying out previously approved duties. Mileage will be reimbursed as per 2(a) above. Employees should refer to their individual Contract of Employment for further clarification on expenses.

## **7. Claims**

Expense claims should be submitted to the Clerk using the Expense Claim Form and should include VAT receipts.