



Baughurst Parish Council

Expenses Policy

INTRODUCTION BY BAUGHURST PARISH COUNCIL

This is version 1.0 of the Baughurst Parish Council Expenses Policy which has been created to ensure transparent and fair reimbursement of expenses.

This policy needs to be used alongside the BPC Expenses Form V1.0 through which legitimate expenses can be reclaimed. This form can be completed in Excel (it contains locked cells) or printed and completed by hand and then scanned and emailed to the Clerk.

This Expenses Policy was adopted by the council at its meeting held on **XXX**.

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1. Purpose and Scope

The purpose of this policy is to ensure transparent and fair reimbursement of legitimate expenses incurred by council members and staff while performing their duties. This policy applies to all Councillors, the Clerk, and other employees of Baughurst Parish Council.

2. Eligible Expenses

Eligible expenses should be submitted on the BPC Expense Form V1.0 which is available in pdf and Excel format. The form can either be completed in Excel and mailed to the Clerk for review, or printed, completed by hand, scanned and then mailed to the Clerk. The Excel spreadsheet contains locked cells and formulae to help the user in the completion of the form.

Travel Expenses:

- Reimbursement for travel related to council business (e.g., attending meetings, site visits) may be claimed, but prior approval is required for travel incurring more than £50.00 in expense.
- Mileage rates should align with HMRC guidelines (currently £0.45p per mile for car travel under 10,000 miles and 0.25p for travel over 10,000 miles in any financial year). Public transport should be used wherever practical. Mileage should not be claimed for any travel within Baughurst parish.
- Please note that any use of a private vehicle on parish council business is subject to the claimant:
 - holding a full UK driving licence.
 - ensuring that their vehicle is roadworthy and fully registered; and
 - holding motor insurance that provides for business use.

The Council accepts no liability for any accident, loss, damage, or claim arising out of any journey that is made on council business. The Council will not pay for the cost of any insurance policy on a private vehicle.

- Parking charges should be accompanied by a receipt, but care should be taken to avoiding parking costs where possible.



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Accommodation and Meals:

- Reasonable costs for overnight stays during official duties where necessary. Prior approval of overnight stays is required.
- Meals during extended meetings or events. Prior approval for the likelihood of incurring expenses for such meals is required, where possible.

Office Supplies and Equipment:

- Necessary items for efficient council work (e.g., stationery, printer ink, printer paper) below £100.00.
- Prior approval required from council or an appropriate committee with delegated powers for significant purchases in excess of £100.00.

3. Submission Process

All expense claims must be submitted using the Baughurst Parish Council BPC Expenses Form V1.0. The form can be completed using Excel or printed and completed by hand.

Attach original receipts or invoices to the claim form, either physically or through a single email in which the receipts or invoices are scanned and attached as files to the email.

Submit claims to the Clerk/RFO within 30 days of incurring the expense.

4. Approval and Review

The Clerk or designated committee will review and approve expense claims. In the case of Clerk expenses, these will be reviewed and approved by the Chairman of Council. Claims exceeding predefined thresholds require prior authorization from the Chairman of Council or the relevant committee. The Council reserves the right to withhold any payment where required prior written approval has not been given.

Prompt review and approval are essential.

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details. The Council



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will thoroughly investigate and check any expenses claim as it sees fit. Council may withhold payment where insufficient supporting documents have been provided. Where payment has been made prior to the discovery that the claim was not legitimate or correct, Council will require repayment of incorrect amounts, and may instigate disciplinary procedures.

5. Reimbursement

Reimbursements will be made via direct bank transfer as soon as practical after approval. Tax implications (e.g., taxable benefits) will be considered, where necessary.

6. Code of Conduct

All claimants must adhere to the highest ethical standards. Honesty, accuracy, and integrity are paramount.



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APPENDIX 1 AMENDMENT HISTORY

This is version 1 of the Expenses Policy.

Reference

Amendment

Reviewed: March 2024

Review date: March 2028