



Meeting Date:	27th May 2020
Report Subject:	Expenses & Allowances Policy
Contact:	Clerk/Chairman

Ref: 11 - EXPENSES AND ALLOWANCES POLICY

1. **All payments** will be made in accordance with this policy.

2. Clerk's Expenses:

The following expenses will be reimbursed following a claim made on the appropriate form by the Clerk, supported by receipts as appropriate, and certified by the Chairman:

- Travelling and associated travel expenses whilst on official business; including mileage at current NJC rates
- Reasonable subsistence, including meals and, exceptionally, overnight accommodation provided the duties have been approved by the Council.
- Stationery, postage and printing costs and other office consumables including IT costs.
- The cost of telephone calls made from home on official council business;

3. Chairman's Allowance

The Chairman may receive a small annual allowance to defray the incidental expenses of the office. For the year commencing 1st April 2020 this allowance is set by the Council at £500.

4. Attendance Allowances.

Highcliffe & Walkford Parish Council will not pay its members an attendance under the Local Authorities (Members Allowances) (England) Regulations 2003. This is a permissive power, it is not obligatory and the Council has chosen at this time not to pay these allowances .

5. Councillors' Expenses

When required to travel on approved council business **outside the area of the parish** Councillors will be reimbursed for travel and subsistence. Claims to be made on the appropriate council form (attached) and certified by the Chairman or Vice Chairman. Claims may include::

- Travelling and associated travel expenses; including mileage at current NJC rates
- Reasonable subsistence, including meals and, exceptionally, overnight accommodation.

Should any councillor have a disability, any reasonable expenditure necessarily incurred for the discharge of their duties, will, subject to approval by the Council, be reimbursed.

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