

Deanshanger Parish Council

Councillors Expense Policy



Deanshanger Parish Council
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COUNCILLORS EXPENSE POLICY

1. Authorisation of councillor's expense claims

Councillors, including co-opted councillors, may claim travel and subsistence expenses only when carrying out duties previously approved by the Council. Therefore, any expenses must be agreed by Full Council before expenses are incurred.

2. Allowances

- Expenses will be paid to each councillor, on the production of receipts, in relation to expenses incurred doing council business
- Mileage allowance to be 45p per mile

3. Submission of expense claims

- All claims must be submitted on the form that is available from the clerk.
- The form must be signed by the claimant.
- The form must be accompanied by invoices/receipts addressed to the Parish Council (to enable VAT to be reclaimed where appropriate)
- Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.
- Claims must be submitted within 2 months from the date of expenditure
- Claims must be submitted by the Friday prior to the Council meeting for inclusion in that month's accounts otherwise they will be carried forward to the following month (subject to the previous point)

4. Internal control of expense claims

- The expenses claim sheet will be signed by the RFO confirming that the expenses were agreed at a Full Council meeting.
- The internal Control Councillor will check expense sheets in the monthly reviews.