

Chelmondiston Parish Council

www.Chelmondiston.suffolk.gov.uk

Chairman: Cllr. David Cordle, 'Trelowena', Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis, 'Michelle', Church Road, Chelmondiston IP9 1HT

e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

Travel and Expenses Policy

It is the aim of Chelmondiston Parish Council that no member will be financially disadvantaged when representing Chelmondiston Parish Council. Chelmondiston Parish Council will make reimbursement for all or some of the expenses to the Clerk, Chairman or Councillors when they incur costs in performing the duties required by the Council.

No expenses will be paid for attendance at any meeting of Chelmondiston Parish Council or Committees or any work within the Parish.

Chairman & Councillor Expenses

The Chairman and Councillors will be able to claim the following expenses:

Travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking. Where possible, attempts will be made to minimize expenses by sharing transportation.

Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.

Items purchased specifically at the direction of the Council and approved before purchasing.

Claims shall be made on the appropriate forms available from the Clerk. Members shall endeavour to obtain a receipt to accompany the completed Expenses Form.

Clerk's Expenses

The Clerk will be able to claim the following expenses:

Travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking.

Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.

Stationery and other office consumables Items are permitted to be purchased in advance. Receipts and Expenses Form completed for payment from the Parish Council.

Other expenses - documentary evidence will be required for such items spent on Council-related costs and will need to be approved before purchasing. All claims shall be made on the Expenses Forms. If purchases are made by Invoice – the Invoice must be headed 'Chelmondiston Parish Council' to claim back the VAT.

Approved and Adopted at the 4th December 2018 Parish Council Meeting.