

RENHOLD PARISH COUNCIL

**Clerk to the Council
Mrs Lizzie Barnicoat
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**30 King William Close
Kempston
Beds MK42 7BA**

RENHOLD PARISH COUNCIL

TRAVEL & EXPENSES POLICY (adopted at the Parish Council meeting held on 3RD November 2015)

It is the aim of Renhold Parish Council that no member will be financially disadvantaged when representing Renhold Parish Council. Renhold Parish Council will make reimbursement for all or some of the expenses the Councillors may meet on its behalf when incurred in performing the duties required of the Council.

1. Chairman's Expenses: The Chairman can receive a small annual allowance to defray the expenses of his office: Stationery, postage and printing costs, hospitality and gifts, at present it is the policy of the Parish Council not to award a Chair's allowance.

2. Councillor's Expenses: Parish Councillors are unpaid and do not receive an annual allowance.

(i) Travel and subsistence: Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties (Approved duties generally means the doing of anything approved by the Council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties. Councillors will not receive expenses for attendance at any meeting of Renhold Parish Council or any work within the Parish. Where possible attempts will be made to minimize expenses by sharing transportation. The rates of the allowances in respect of travel shall be as follows: All Vehicles: Inland Revenue non- profit making rate (currently 45p per mile) Claims should be made on the appropriate forms available from the Clerk and be accompanied by receipts , if appropriate.

In an emergency, such expenses may be approved after the event:

(ii) Stamps and stationery Members may obtain these from the Clerk

(iii) Items purchased specifically at the direction of the Council, these shall be reimbursed. Claims shall be made on the appropriate forms available from the Clerk. Members shall endeavour to obtain a VAT receipt in the name of the Council and pass this on to the Clerk.

(iv) Other expenses Members will be expected to provide documentary evidence for items spent on Council related costs.

Approved by Renhold Parish Council November 2015, to next be reviewed November 2017