

**CHEVERELL MAGNA PARISH COUNCIL**  
**EXPENSES POLICY (last reviewed 12 March 2018 (Minute 49/18(b)))**

It is the aim of Cheverell Magna Parish Council that no employee or member will be financially disadvantaged when representing the Parish Council.

Cheverell Magna Parish Council will make reimbursement for all or some of the expenses the Clerk, Chair or Councillors may incur when performing the duties required of the Council.

Where possible, attempts will be made to minimise expenses, for example by sharing transportation.

**1. Clerk's Expenses**

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses for journeys on council business to include mileage at current Inland Revenue non-profit making rate and related parking, supported by documentation.
- Subsistence which may include overnight accommodation and meals incurred in the performance of council business, provided that expenses have been approved in advance and are accompanied by receipts.
- Stationery, postage, printing costs and other office consumables, accompanied by receipts.

**2. Chair's Expenses**

The Chair can receive a small annual allowance to defray the expenses of this office, as agreed in the Annual Budget.

**3. Councillors' Expenses**

Parish Councillors are unpaid and do not receive an annual allowance. They are entitled to claim the following expenses when supported by receipts:

a) Travel and Subsistence:

Councillors (including the Chair) may be reimbursed for travel and subsistence when carrying out duties previously approved by Council.

Mileage will be paid at current Inland Revenue non-profit making rate and related parking costs will be reimbursed.

b) Items purchased specifically at the direction of the Council:

These will be reimbursed. Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk.

c) Other expenses:

Councillors will be expected to provide documentary evidence for expenditure on approved council-related costs.