

Buckland Dinham Parish Council (BDPC) will make reimbursement for appropriate expenses incurred by the Clerk and Councillors in performing the duties required by the Council. This policy sets a framework for claiming expenses incurred on behalf of BDPC and ensures the Clerk and Councillors act reasonably when incurring expenses and achieve value for money.

Provided that all expenses are reasonably incurred while on BDPC business they will be reimbursed. However, the Clerk and Councillors need to be mindful of not incurring mileage unnecessarily and where possible use online processes, car sharing etc.

Clerk Expenses

The Clerk is an employee and may claim the following expenses incurred in the performance of Council business:

- Travelling and associated travel expenses will be reimbursed at current National Joint Council for Local Government Services (NJC) rates
- Subsistence which may include overnight accommodation and meals in the performance of previously approved Council business, provided that expenses are receipted and approved by the Council
- "Other expenses" provided that the other expenses have been receipted and approved by the Council
- Small purchases such as postage, photocopying, printing or supplies.

Parking fines or penalties will not be reimbursed unless there are exceptional circumstances and this is at the discretion of Chairman. Under no circumstances will speeding or any other form of traffic violation, penalty or fine be reimbursed.

Councillor's Expenses

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the parish with the prior approval of the Council. Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates. Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council.

Reimbursement

Mileage travel rates: cars/vans = 45p; motorcycles = 24p; cycles = 20p; Passenger on work journey 5p per person per business mile.

Public transport: First class travel will **not** be reimbursed unless exceptional circumstances pertain and Council approval has been given in advance of the purchase of tickets.

Taxi: Taxi travel will **not** be reimbursed unless exceptional circumstances pertain and Council approval has been given in advance of the journey. This might include arriving / leaving late at night or in remote areas.

Payment of Expenses

Claims must be submitted on the Council Expense form and be accompanied by appropriate receipts.

Claims may be submitted at any time up to six weeks after their cost has been incurred. They will be included in the schedule of payments requiring authorisation at the next Council Meeting.

The schedule of payments forms part of the agenda for the meeting. To ensure inclusion in the next schedule expense forms must be given to the Clerk by noon on the first Monday of the month.

Expenditure after the Council meeting in March may be held over until May as the financial year ends on 31st March and there is no scheduled Council meeting in April.

Policy Adopted 21 October 2021, next review September 2022.

**Expenses Claim Form
October 2021**

Payment of expenses is subject to meeting the Council’s expenses policy.
 Claims should be made promptly
 Claims should be accompanied by appropriate receipts.
 Claims should be submitted to parishclerk@bucklanddinham.org (preferred),
 or to Parish Clerk (Buckland Dinham), Sadlers, Long Street, Croscombe, Somerset BA5 3QJ
 Payment will normally be by BACS payment.

Name of Applicant: _____
 State Clerk, Councillor, Other: _____
 Date of Submission: _____

Reason for claim: _____
 Place undertaken: _____
 Date undertaken: _____

Travel

From: _____
 To: _____
 Miles claimed: _____ Cost: _____
 Passenger miles: _____ Cost: _____
 Subsistence detail: _____ Cost: _____
 Travel Cost: _____

Miscellaneous

Detail: _____ Cost: _____
 Detail: _____ Cost: _____
 Detail: _____ Cost: _____
 Total Claim: _____

Applicant’s Account number: _____ Sort Code: __ - __ - __

Applicant

Signature: _____
 Address: _____
 Email: _____
 Telephone: _____
 Mobile: _____