



Gosford and Water Eaton Parish Council

Members Expenses' Scheme (Expenses Policy)

ADOPTED 5th February 2019 (to take effect from 1st April 2019 – reviewed annually)

1. Name and Duration

This scheme may be cited as Gosford and Water Parish Council (GWEPC) Members' Expenses Scheme.
This scheme shall be a quadrennial scheme and came into effect on (insert date)

2. Expenses

2.1. The approved duties and activities in respect of which travel and other expenses will be payable are:

- i. A Parish Council Meeting (where a Member lives outside the parish).
- ii. A meeting of a Committee, Sub-Committee or Sub-Group of the Parish Council (where a Member lives outside the parish).
- iii. A meeting of any other body to which the Parish Council makes appointments or nominations.
- iv. A meeting of a Committee or Sub-Committee of any other body to which the Parish Council makes appointments or nominations.
- v. A meeting which has been authorised by the Parish Council, a Committee or Sub-Committee of the Parish Council or a Joint Committee of the Parish Council and one or more other Councils, or to which two or more Councillors have been invited.
- vi. Panels and Working Parties.
- vii. The performance of any duty in pursuance of any Standing Order.
- viii. Attendance at training events and information seminars either organised by the Parish Council or where attendance has been authorised; and
- ix. Any other duty approved by the Parish Council for the purposes of, or in connection with, the discharge of the functions of the Council, or any of its Committees or Sub-Committees.

2.2. The approval for Members to carry out additional duties falling 2.1 (x) above will in general be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, in consultation with the Chairman, shall have the authority to approve additional duties falling within 2.1 (x) above.

2.3. A Parish Councillor may be reimbursed for travel and other expenses incurred in connection with, or relating to the duties specified in 2.1 above which shall be regarded as "approved duties".



2.4. Notwithstanding 2.3 above, the following shall be excluded from the scheme in relation to travel and other expenses:

- i. Attendance at social events unless this is attendance at such functions as the Parish Council deems it proper for him/her to attend as a representative of the Parish Council.
- ii. Attendance at a meeting of an outside body for which travel and other expenses are paid for by that body.

2.5. The rates of the allowances in respect of travel shall be as follows:

All vehicles HM Revenue and Customs tax-neutral rate

(45p per mile [as at January 2019])

2.6. Taxis should only be used, and payment will be made, only where travel by other forms of public transport, or car-sharing / car is **not** possible.

2.7. Standard class fares only will be reimbursed.

2.8. Related travel expenses, including car parking and road tolls will be reimbursed.

2.9. Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary.

2.10. Members are expected to exercise economy and efficiency to minimise claims.

3. Stationery Expenses:

Councillors shall be entitled to claim the following expenses incurred **as a necessary part of their duties** as a parish councillor.

3.1. Expense claims for stationery, as listed below, shall be paid and shall be limited to £200 per annum (collectively – not per councillor). Members will be expected to provide documentary evidence that payment has been spent on Council-related costs.

- Reimbursement for the cost of ink cartridges
- Reimbursement for the cost of paper used to produce Parish Council reports and other papers associated with Parish Council duties (unless the clerk has provided this).
- Printing costs associated with the printing of electronically-provided information by organisations other than the Parish Council in connection with the Parish Council's functions or any of its Committees or Sub-Committees.



3.2. Goods Purchased at the direction of the Parish Council

Members shall endeavour to provide a VAT receipt in the name of the Parish Council, for processing by the RFO

4. Claims and Payments

4.1. A claim for travel or other expenses under this scheme shall be made on the claim form designed for the purpose, a copy of which can be obtained from the Clerk (copy appended, but can also be e-mailed as a Word document).

4.2. A claim for travel or other reimbursement of expenses shall include details of the duty/activity in respect of which the claim has arisen and a travel claim shall specify the total number of miles travelled.

4.3. A claim for the reimbursement of expenses shall be supported by a receipt.

5. Publicity

5.1. The Expenses Scheme will be published, and maintained, on the Parish Council's website.

5.2. A list of expenses paid to each Member will be publicised at the end of each financial year.

There is a **maximum annual budget of expenses** that can be claimed by Parish Councillors of £500 (Five Hundred Pounds). This is a collective budget and not per councillor. (The term Annual is considered as financial year 1 April to 31 March).