Expenses Policy

Adopted by Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council — 20th May 2026



This policy will be reviewed every two years or sooner if legislation or guidance changes.

Next Revew: April 2028

Policy Statement

The Parish Council will reimburse reasonable expenses incurred by the Clerk/Responsible Financial Officer (RFO) and councillors when carrying out approved Council business. This policy ensures that claims are handled fairly, transparently and in accordance with HMRC and local government guidance.

General Principles

- All expenses must relate directly to official Council business.
- Claims must be supported by receipts wherever possible.
- The Council reserves the right to refuse reimbursement for costs deemed excessive, inappropriate or not pre-approved.

Clerk/RFO Expenses

The Clerk/RFO may claim reimbursement for the following:

- Mileage for approved Council business at the current HMRC approved mileage rate
- Public transport costs (standard class only)
- Parking fees associated with Council duties

Home Working Costs

Home working costs and equipment provision for the Clerk are covered by the Council's Home Working Policy.

Other Costs

Any additional expenses reasonably incurred in the performance of Council duties, subject to prior approval where appropriate.

Councillor Expenses

Parish councillors are unpaid and do not receive an annual allowance. However, they may claim reimbursement for expenses incurred while carrying out approved Council duties.

Travel

Councillors may claim:

- Mileage for travel outside the parish on Council business at the current HMRC approved mileage rate.
- Public transport costs (standard class only).
- Parking fees associated with approved travel.

Councillors using their own vehicle should ensure it is insured for business use, taxed, and in a roadworthy condition.

Direct Expenditure

Councillors may claim reimbursement for direct purchases made on behalf of the Council (e.g., signage, printing, materials), provided that:

- The expenditure was pre-approved by the Council, or
- The Council subsequently agrees that the expenditure was reasonable and necessary

Unapproved or excessive expenditure may not be reimbursed.

Claiming Expenses

- All claims must be submitted on the official claim form.
- Receipts must be provided for all purchases wherever possible.
- Claims must be submitted within two months of the expenditure.
- Claims will be checked by the Clerk and authorised by the Council in accordance with financial regulations.
- Claims made by the Clerk will be authorised by the Chair or another designated councillor.

Exclusions

The Council will **not** reimburse:

- Alcohol or hospitality costs
- Fines or penalties (e.g., parking fines)
- First-class travel
- Personal items or clothing
- Mileage for routine travel within the parish unless specifically authorised
- Any expenditure not directly related to Council business