ST MICHAEL PARISH COUNCIL
EXPENSES POLICY

General Principles

It is the policy of St Michael Parish Council to reimburse its Clerk's and Councillors' out-of-pocket expenses incurred in performing the duties required by the Council. The aims of the policy are to ensure that expenses incurred by the Clerk and Councillors are reimbursed in a fair and timely manner and to ensure that costs and expenses are controlled by the Parish Council.

St Michael Parish Council will not be held responsible for any fines incurred on Council business.

Clerk's Expenses

The Clerk will be allowed to claim for expenses in addition to the annual sum payable for working from home described in section 10.4 of the contract of employment:

I. The cost of minor office consumables including postage, printing and stationery, and for pay-as-you-go top ups for the Council's mobile phone;

II. The cost of office equipment, or other items needed for the Council's operation, expressly identified in an annual or interim budget schedule that has been approved at a full Council meeting in advance of the purchase date, or any other purchase made by the Clerk specifically at the direction of the Council;

III. The cost of unplanned purchases considered essential for the Council's continuity of business where both:
   a. reserves or contingency funds are available to meet the cost; and
   b. the Chaiman or Vice Chairman plus at least one other Councillor has agreed the expenditure cannot wait until a full Council Meeting for approval;

IV. Mileage at the current NJC rate of 45p per mile for any approved journey on Council business made within the Parish or if required extending no further than the area of St Albans District Council, plus associated travel expenses, to include parking fees;

It is not anticipated that the Clerk would be required to travel on Council business outside the area of the City and District of St Albans, but the NJC mileage allowance would be payable, or public transport fares be reimbursed, if the purpose was expressly sanctioned in advance by the Chair or Vice Chair.

The Clerk will submit any expense claim in an agreed format, supported by original receipts* or invoices*, for authorisation at the next Full Council meeting.

If the expense contains a VAT element, the Clerk will wherever practicable obtain a VAT receipt* and submit this with the expenses claim.

Chairman's and Councillors' Expenses

Parish Councillors are unpaid and do not receive an annual allowance. However, St Michael Parish Council will make provision by exception to reimburse any essential purchases or unavoidable costs or expenses that may occur to Councillors in the performance of the Council's business, other than to attend Council Meetings or other events within the Parish.

Approval for Councillors' expenses of any kind will be expected to be secured in advance at a full Council meeting. However in an emergency or if details of an event / activity come to light between meetings the costs should first be discussed with the Chair, and if sanctioned by him/her, the expenditure will later be presented for approval at the next full Council Meeting.

It is not anticipated that any Councillor would be required to travel on Council business outside the area of the City and District of St Albans, but the NJC mileage allowance would be payable, or public transport fares be reimbursed, if the purpose was expressly sanctioned in advance.

Councillors may be reimbursed for the purchase of items essential to their work for the Council but the need for this should be kept to a minimum and orders for items placed through the Clerk wherever possible. Claims must be supported by the submission of original receipts*.

How to Claim

Councillors making applications for the reimbursement of expenses will apply in any format acceptable to the Clerk. For convenience, a claim form is provided.

Councillors' expense claims must be submitted to the Clerk within three months of the expense being incurred. After validation the claim will be presented at the next Full Council meeting for payment to be authorised.

Mileage claims will be based on AA route finder/Google Maps. Claims for other expenses should be accompanied by the original receipt*

*Receipts, VAT receipts and invoices must be original documents, not photocopies, and obtained in the name of St Michael Parish Council wherever possible. It is recognised that this is impracticable in some situations, e.g. for small purchases carrying a till receipt only, and for on-line transactions where payment is possible only with use of a personal debit or credit card. Such items should nevertheless be endorsed in handwriting with the name of St Michael Parish Council.

If a VAT receipt cannot be provided, the Clerk shall consider the implication on overall cost of the purchase and whether on balance the Council's interests might be better served by choosing a different seller who will be able to supply a bona fide VAT receipt. The Clerk shall if required by the Council provide justification of the decision made.

Expenses Policy Document

This policy shall be reviewed every four years or earlier if so required.

Signed Chair

Signed Clerk

Original adopted 2019

Reviewed September 2023 and minor clarification added

St Michael Parish Council: Expenses Claim Form

Name			Date	
Journey From/To	**Purpose of Journey**	**Date**	**Miles Claimed**	**Amount**
			@45p	£
			@45p	£
			@45p	£
			Total Mileage Claimed	**£ A**

Dates	Details of other Expenses (stationery, miscellaneous)	Amount
	Please specify:	£
	Please specify:	£
	Please specify:	£
	Please attach receipts for all stationery and miscellaneous expenses **Total other expenses**	**£ B**

I am claiming a total of £ (A + B) Signature

Validated by Clerk:	**Approved:** **Chairman of meeting** **Date:**
Minute	Payment made – date Cheque Number: