

WROXHAM PARISH COUNCIL EXPENSES POLICY (Councillors)

1. General Principles

Parish councillors are unpaid and do not receive annual allowances. It is the policy of Wroxham Parish Council (WPC) to reimburse WPC Councillors for expenses incurred in performing their duties, such as travelling on WPC business, and attending training or meetings on behalf of WPC, together with remuneration for specific items in carrying out their daily duties, provided the expenditure is within guidelines identified within this policy, has been authorised, receipted and certified in accordance with this policy.

All expense claims must be submitted to the Clerk and accompanied by appropriate receipts or a recognised payment confirmation. i.e. credit card receipt or statement.

2. Authorised Duties

Expenses claims will be considered for the following activities: -

Travelling and associated travel expenses on journeys on WPC business

Travel to and from training sessions held by NALC or other approved organisations

Any other activity undertaken in performing their duties

3. Method of Travel

WPC Councillors should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.

Travel by car will be reimbursed at current National Joint Council rates and reasonable parking will be paid.

Our environment will be considered when making allowance decisions. Public transport will be preferred where practical and cost effective

All rail travel shall be by the cheapest standard class fare available. Taxis shall only be used when essential.

Where an WPC Councillor uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and has a current MOT certificate.

When applicable car sharing should be adopted, with remuneration allowance to the car owner/driver only.

4. Subsistence

(Away from home/office location)

a) A WPC Councillor may claim for the costs of meals and beverages reasonably purchased when travelling on WPC business. This is intended to reimburse the WPC Councillor for additional expense as a result of having to travel during the working day on behalf of WPC.

(Home/office location)

b) Each Councillor in any one financial year can claim for incidentals that are necessary in supporting their daily duties on behalf of the WPC. The value of any one claim is subject to the total yearly allowance which is defined in this policy (See below). Restrictions apply within this policy and limited to stationary items as deemed necessary being part of the daily routine of a WPC Councillor. Items can be purchased without reference to the Clerk on the proviso they are supported with relevant receipt and within the Councillors allowances, part contribution to any purchase is acceptable.

Wroxham Parish Council Councillors allowance rates. 2024/25

TRAVEL EXPENSES	
Travel to seminars, training, conferences meetings and other duties, outside of the Parish boundary.	Car: 0.45p per mile Train: Standard Class Bus: At cost
Daily duties within the Parish boundary if more than 10 miles	Motor Bike, Scooter: 0.30p per mile Car Parking: At cost

SUBSISTANCE	
4) a. Meals and Subsistence	Within reason and subject to time of Day; Morning, Afternoon, Evening.
4) b Individual Councillor allowance. As defined in 4) b of the Expenses Policy	Each councillor will have an allowance of £30.00 in any one financial year. Any unused allowance cannot be carried forward into the next financial year.

The values shown can be amended prior to any new financial year, subject to approval by HR, Finance Committee and voted and approved at full council.

5. Procedure

All expenses claims must be made to the Clerk for processing. All receipts should be originals. It is important that WPC Councillors keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested to HMRC. In respect of car travel, WPC Councillors should keep a log showing where journeys commenced and ceased and the number of miles travelled.

The Clerk (or other designated officer) will scrutinise all claims submitted. If satisfied that the claims are allowable, (see 4b above for exception) they will be approved and paid.

If the WPC Councillor fails to submit a claim for a particular item at the time and instead claims it later, WPC may, at the discretion of the Clerk, refuse to reimburse the expenditure.

6. Reimbursement

Expense claims are normally paid in the following monthly payment run, unless circumstances require payment sooner.

7. Miscellaneous Expenses

There may be other incidental expenses incurred by WPC Councillors that are not covered by these which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

8. Entertaining

Councillors/employees should only entertain visitors and guests where it is likely to assist WPC in its objectives and with the prior approval of the Chair of the Council.

In general, entertainment counts as business-related if its purpose is to discuss a particular Parish Council project, maintain an existing service connection or to form a new connection.

By contrast, entertainment won't count as business-related if its purpose is really social - even if there's some discussion of business-related topics in the course of the entertainment.

Amounts claimed should be reasonable and appropriate.

9. Abuse of this Policy

Any abuse or allegations of the abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by WPC Councillors may result in referral to the Standards Process as a contravention of the Members Code of Conduct.

"Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

Amended by Chair. Wroxham Parish Council	12 th March 2024
Agreed by full Council.....	4th April 2024
To be reviewed.....	April 2026