

## **HILLAM PARISH COUNCIL – EXPENSES AND MILEAGE POLICY**

### **1. Clerk's Expenses**

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.

The following expenses are encompassed in the Clerks Contract of Employment, which at April 2016 was:

£240 for use of facilities and £120 for use of equipment per year.

- Contribution towards the cost of computer or other office equipment.
- Stationery, postage and printing costs and other office consumables.
- Connection and rental of telephone line and internet/broad band and the cost of telephone calls made by the Clerk from home on council business.
- Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business.

### **2. Councillors**

Councillors may be reimbursed for purchases and travel expenses made on behalf of the Parish Council, made with the mandate and prior approval of the Council.

### **3. Mileage**

Mileage expenses can be claimed by the Clerk and Councillors for Training and other Council business authorised by the Parish Council. The rate claimed to be claimed is 45p per mile for the first 10,000 miles. Expenses form attached.