

EXPENSES POLICY

It is the aim of Nunney Parish Council that no employee or member be financially disadvantaged when representing the Parish Council.

Nunney Parish Council will reimburse all or some of the expenses incurred by the Clerk, the Chairman or Councillors in performing the duties required by the Council.

Expense receipts will be verified by the Chairman at each main meeting of the Council.

CLERK'S EXPENSES

The Clerk will be able to claim the following expenses when supported by receipts:

- stationery, postage and printing costs and other office consumables
- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council.

COUNCILLOR EXPENSES

Parish Councillors are unpaid and do not receive an annual allowance. They are entitled to claim the following expenses when supported by receipts:

- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate
- items purchased specifically at the discretion of the Council. Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk
- other items required to be purchased outside or in between meetings, by exception, up to a total of £200 (incl. of VAT), can be made without needing to get prior approval from the Council but **must** have email confirmation from the Chair (copied to the Clerk). Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk
- other expenses, provided they have been approved in advance by the Council.

Adopted by the Council on 6th March 2023, and signed by:

Chair of Nunney Parish Council:

 Simon Clegg.

Dated: 6 March 2023

Correspondence should be sent to: Clerk, Nunney Parish Council, 30 Galingale Way, Portishead, Bristol BS20 7LU or emailed to: clerk@nunneyparishcouncil.com