

# LINBY PARISH COUNCIL

## **Linby Expense Policy**

All councillors' expenses need to be submitted to "the clerk" prior to the monthly meeting so that "the clerk" can prepare the cheques in advance. All monthly expenses incurred by "the clerk" will need to be submitted for approval by the Chairman to the Parish Council and in their absence the Vice Chairman prior to the monthly meeting. All expense forms submitted by councillors and "the clerk" need to be signed by the claimant and then signed off by the Chairman to the Parish Council and in their absence the Vice Chairman.

**Postage** – All letters posted will be documented on the Monthly Expense Claim Form with a brief description of what they are.

**Broadband and Phone Rental** – An appropriate amount will be paid towards the usage of the broadband and phone. The council will look at the average cost of running these utilities and pay an amount that is deemed fair. If a Clerk to the Council works for more than 1 Parish Council then the allowance will be pro-rated accordingly. The total hours worked for all councils involved will be looked at and we will pay a proportion according to what % of hours are worked in relation to the other council.

**Home Office** - The HMRC allows a sum of £4 per week towards the running costs of lighting, heating and electricity. Linby Parish Council will pay a proportion of these running costs at £1 a week.

**Office Equipment** – As the clerk will be home based it is expected that the clerk will provide their own adequate IT equipment, including computer, printer, data back-up hardware and leading brand virus software. The Parish Council will pay an agreed monthly contribution towards the cost of this.

**Mileage** - The Council shall reimburse the employee and councillors at the HMRC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council. The rates to date are detailed on the Monthly Expense Claim Form.

**Other Expenses** - Any expenses to be incurred by employees to the Parish Council and councillors need to have prior authorisation by the Chairman to the Parish Council and in their absence the Vice Chairman. The Council shall reimburse the employee and councillors for other expenses which may include items for the village, overnight accommodation, meals and fares incurred in the performance of Council business, stationary and printer cartridges ("other expenses") provided that the other expenses have been receipted and approved by the Council.

Councillors and employees will require authorisation from the Chairman of the council, if they wish to spend above £30 on any items that are deemed "other expenses".