

PEASENHALL PARISH COUNCIL

PARISH CLERK EXPENSES POLICY 2022

The Clerk is expected to submit regular claims to the parish council for expenses incurred in the performance of council duties.

The Council shall reimburse the Clerk at NJC rates in force at the time for mileage incurred in the performance of Council business provided that these mileage expenses have been properly recorded (start and finish odometer readings and locations) and approved by the Council.

The Council shall reimburse the Clerk for other expenses incurred in the performance of Council business provided that they have been receipted and approved by the Council.

These expenses may include any of the following:

- Overnight accommodation, meals and fares in relation to approved duties.
- Purchase or use of office equipment.
- Purchase of office consumables.
- Connection, rental or use of telephone line and Internet/broad band.
- A sum to take into account the use of space, lighting, heating and electricity due to working from home.

In relation to the payment for office consumables, a sum of £0.05 will be claimable for each printed sheet produced, to cover both the paper and printing ink costs.

Although it is expected that most communications will be dealt with via email, when posting letters and other items, second class post will normally be used and any expenditure reimbursed as part of a regular expenses claim.