Expenses Policy

TUNSTALL PARISH COUNCIL

Judi Hallett
CLERK, TUNSTALL PARISH COUNCIL

Tunstall Parish Council will make reimbursement for all or some of the expenses the Clerk, the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

a) Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
b) 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.
c) Contribution towards the cost of computer or other office equipment.
d) Stationery, postage and printing costs and other office consumables.
e) 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.
f) 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. Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his office:

a) Stationery, postage and printing costs.
b) In 2014 the Chairman's allowance was set as £100.00

3. Councillor's Expenses

Parish Councillors are unpaid and do not receive an annual allowance. Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside Tunstall parish:

a) Travelling and associated expenses on journeys on Council business to include mileage at current NJC rates and parking.
b) For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only - made with the mandate and prior approval of the Council.
c) All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt

Adopted by the Parish Council at a meeting on:

Signed:

Mrs Judi Hallett
Clerk

Mr Stephen Saunders
Chairman