



EAST HANNINGFIELD PARISH COUNCIL

Clerk and Responsible Financial Officer: Miss Lucy White, CiLCA, BA(Hons)

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🌐 www.easthanningfield-pc.gov.uk



CLERK AND COUNCILLOR EXPENSES POLICY

Adopted: November 2025

1. Purpose

This policy sets out the circumstances under which the Clerk and Councillors of East Hanningfield Parish Council may claim expenses incurred while carrying out approved duties on behalf of the Council.

The Council is committed to reimbursing reasonable and legitimate costs, ensuring public money is spent transparently and responsibly.

2. General Principles

- All claims must be:
 - For approved Council business or training.
 - Supported by receipts or evidence, where required.
 - Submitted within **two months** of the expense being incurred.
- No payments will be made without prior authorisation where required.
- Claims will be authorised by the Clerk (for Councillor claims) or by the Chairman (for Clerk claims), and ratified by Council where appropriate.

3. Clerk Expenses

The Clerk may claim for the following:

3.1 Travel - Mileage for Council business (e.g. meetings, training, post office, banking). - Reimbursed at HMRC approved rates. - Public transport costs (bus/train fares, parking, tolls) with receipts.

3.2 Training and Subscriptions - Approved course fees, professional subscriptions (e.g. SLCC), and related travel.

4. Councillor Expenses

Councillors are unpaid. However, they may claim reimbursement for reasonable costs incurred while undertaking official duties:

Approved by the Chairman:

Signed:..... Name:..... Date:.....

4.1 Travel - Mileage for travel to training courses or external meetings attended on behalf of the Council. - HMRC mileage rate, or actual public transport costs. - Parking and tolls with receipts.

4.2 Childcare and Dependents' Carers Expenses - To enable attendance at approved Council meetings or training. - Reimbursed with a receipt, up to a maximum of £12/hour. - Applies to care of children or dependent adults.

4.3 Subsistence - Only where attending day-long events without catering. - Maximum rates: £5 (lunch), £10 (dinner), with receipts.

4.4 Stationery and Printing - Only in exceptional cases, with prior approval. - Normally, Council-supplied resources should be used.

5. Claim Procedure

- Claims should be made using the Council's **Expenses Claim Form**.
 - Forms must be signed and submitted to:
 - The Clerk (for Councillor claims).
 - The Chairman (for Clerk claims).
 - Payments will be made by BACS once approved.
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6. Review

This policy will be reviewed every **two years** or sooner if required.

Appendix A – Expenses Claim Form Template

EAST HANNINGFIELD PARISH COUNCIL EXPENSES CLAIM FORM

Name of Claimant: _____

Role: ☐ Clerk ☐ Councillor

Email: _____

Claim Period: From: _____ To: _____

Details of Claim

Date	Description of Expense (e.g. training, mileage, childcare)	Location / Details	Amount (£)	Receipt Attached (Y/N)
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Total Amount Claimed: £_____

Bank Details (for BACS Payment)

Account Name: _____

Sort Code: _____

Account Number: _____

Declaration

I confirm that the expenses claimed above were incurred wholly and necessarily in connection with my role for East Hanningfield Parish Council, and that receipts are attached where required.

Signed (Claimant): _____ **Date:** _____

Authorisation

Authorised by: ☐ Clerk ☐ Chairman

Signature: _____

Date: _____

Minute Ref (if applicable): _____