



# BURTON GREEN PARISH COUNCIL

## EXPENSES POLICY



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

Burton Green 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
- reasonable sums to cover the extra costs of space, lighting, heating and electricity arising from the Clerk's use of home for council business. This will be set at the Inland Revenue limit for "additional household expenses" for employees of £6.00 per week or £26.00 per month from 2020 to 2021 onwards.<sup>1</sup>
- any additional premium required by the Clerk's own home insurance provider in respect of the clerk's private premises being the main place of work.
- all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue non-profit making rate, currently 45p per mile.<sup>2</sup>
- 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, currently 45p per mile.<sup>2</sup>
- items purchased specifically at the direction 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 expenses at the Council's discretion, provided they have been approved in advance by the Council.

### **CHAIRMAN'S ALLOWANCE**

The Council may allocate a small amount of annual for a Chairman's Allowance in accordance with the Local Government Act 1972 s15(5) for the purposes of enabling the Chairman to meet the expenses of their office. The funds remain within the Council's

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<sup>1</sup> [www.gov.uk/expenses-and-benefits-homeworking/homeworking-expenses-and-benefits-that-are-exempt-from-tax](http://www.gov.uk/expenses-and-benefits-homeworking/homeworking-expenses-and-benefits-that-are-exempt-from-tax)

<sup>2</sup> [www.gov.uk/guidance/rates-and-thresholds-for-employers-2022-to-20232#employee-vehicles-mileage-allowance-payments](http://www.gov.uk/guidance/rates-and-thresholds-for-employers-2022-to-20232#employee-vehicles-mileage-allowance-payments)



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general reserves until required for a specified purpose and receipts must be provided.  
Unspent allowance will return to general reserves at the end of each financial year.

Signed (Chair): Cllr McColl  
Date: 10<sup>th</sup> February 2025  
Date for next review: February 2026