

## Feckenham Parish Council Policy on Councillor and Clerk Expenses

### 1. Purpose and Scope

This policy outlines the process and conditions under which expenses incurred by the Chair, Councillors, and the Clerk in the course of their official duties may be reimbursed. The policy ensures transparency, fairness, and accountability in expense claims while keeping the financial integrity of the Parish Council.

### 2. Chair's Allowance

The Chair's allowance, as adopted by the Council in September 2007, is set at **£500** for the budget year **2026-2027**. This allowance is available for expenditure considered necessary in performing the duties of the Chair.

- All expenses must be **pre-approved** by the Council.
- Reimbursement will be made upon **presentation of valid receipts or invoices**.

### 3. Councillor & Clerk's Expenses

Councillors may claim expenses for travel, subsistence, and other reasonable costs incurred while performing official duties.

#### A. Travel Expenses

Councillors and clerks using their private vehicles for Council-related business are eligible for reimbursement as follows:

- **Cars and Vans:**
  - First **10,000 business miles** per tax year: **55p per mile**
  - Each mile thereafter: **25p per mile**
- **Motorcycles: 24p per mile**
- **Bicycles: 20p per mile**
- **Carrying Passengers (RBC Employee or fellow Councillor): 5p per person per mile**
- **Towing: 6p per mile**

#### B. Subsistence Allowance

If Councillors or Clerks must be away from home for official Council duties and are unable to make their own meal arrangements, they may claim reimbursement for actual expenses incurred, up to the following limits:

- **Breakfast: £5.00**
- **Lunch: £6.75**
- **Evening Meal: £20.00**

Reimbursement will only be made upon **submission of itemized receipts**.

#### 4. Claims Procedure

- All expense claims must be **submitted in writing** along with appropriate receipts or invoices.
- Claims should be **submitted within 30 days** of the expense being incurred.
- The Council reserves the right to review claims and seek additional clarification if needed.
- Payments will be made through the Parish Council's approved financial system.

#### 5. Review and Amendments

This policy will be subject to periodic review to ensure it is still up-to-date and reflects best practices. Amendments must be approved by the Parish Council at a formal meeting.