

HELMINGHAM PARISH COUNCIL TRAVEL & EXPENSES POLICY

Prepared by: Parish Clerk
Adopted by Resolution of : Helmingham Parish Council **on** 15th May 2026
Reviewed & Re-Adopted:
Date of Next Review: May 2027

The purpose of this policy is to provide clear guidance on the reimbursement of travel, hotel, conference, training and out-of-pocket expenses. Parish Councils are expected to reimburse all necessary and reasonable expenses directly incurred by persons whilst on Parish Council business. The expectation is that individuals will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum.

Clerk's Expenses

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on parish council business, to include mileage at current HMRC approved rates. Parking and toll charges may be claimed provided these were necessarily incurred. This payment includes travel from the Clerk's home office to attend Parish Council meetings if the Clerk is not resident in the parish for which they work.
- Subsistence which may include overnight accommodation and meals incurred in the performance of parish council business, provided that expenses have been receipted and approved by the parish council.
- Contributions towards the cost of computer or other office equipment.
- Stationery, postage and printing costs and other office consumables.
- Council-provided mobile phone top-up and other associated costs.
- Connection and rental of telephone line (if required and approved by the Council) and internet/broadband and the cost of telephone calls made by the Clerk from home on parish council business. This is where cost is incurred; for example, if the home contract includes free calls or unlimited internet then reimbursement would not be appropriate.
- Current HMRC approved tax-free amount to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business.

Chair & Councillor's Expenses

The Chair can receive an annual allowance to defray the expenses of their office in accordance with Part 5 of the Local Authorities (Members Allowances) (England) Regulations 2003, SI 2003/1021.

This allowance is intended to cover costs such as:

- Stationery, postage and printing costs.
- Phone calls.
- Hospitality and gifts.

Councillors' Expenses

Councillors are unpaid and do not receive an annual allowance.

Travel and Subsistence

Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties. Approved duties generally means the doing of anything approved by the parish council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the parish council or any of its committees or working parties.