



Councillor Expenses Policy

Ashchurch Rural Parish Council

Adopted on 20 April 2026
Next review April 2027 or sooner if required

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Purpose

This policy sets out the arrangements under which Councillors of Ashchurch Rural Parish Council may claim reimbursement for reasonable expenses incurred in the performance of their official duties.

The Council is committed to ensuring that all claims are:

- Properly authorised
- Reasonable and necessary
- Supported by appropriate evidence
- Transparent and auditable

Legal Framework

This policy is made in accordance with:

- Local Authorities (Members' Allowances) (England) Regulations 2003
- Relevant guidance issued by the National Association of Local Councils (NALC)

Scope

- This policy applies to all elected Councillors and any co-opted members acting in an official capacity on behalf of the Council.

General Principles

- Councillors are expected to minimise costs wherever possible.
- Expenses will only be reimbursed where:
 - They are incurred wholly, exclusively, and necessarily for Council business
 - They are supported by receipts or appropriate proof
- The Council does not operate a general allowance scheme unless separately resolved.

Reimbursable Expenses

The Council may reimburse the following reasonable expenses:

- Travel
 - Public transport (standard class only)
 - Mileage for private vehicles at HMRC-approved rates
 - Parking fees and tolls where necessary
 - Mileage must be calculated from either the Councillor's home or another agreed starting point relevant to Council business

- Subsistence (if pre-approved)

Where attendance on Council business requires extended travel, reasonable subsistence may be reimbursed:

- Meals and non-alcoholic drinks
- Overnight accommodation (if necessary and pre-approved)
- Training and Conferences
 - Course fees and conference registration costs
 - Associated travel and accommodation (where approved in advance)

- Postage and Stationery

Reasonable costs incurred in official Council business where not otherwise provided by the Council

Non-Reimbursable Expenses

The Council will not reimburse:

- Alcohol
- Personal items or clothing
- Fines or penalties
- First-class travel (unless explicitly authorised in advance)
- Expenses not supported by receipts (unless otherwise agreed)

Approval Process

- All expenses should be pre-approved by the Clerk or Council where practicable
- Claims must be submitted to the Clerk using the Council's expense claim form
- Claims will be checked by the Clerk for compliance before payment
- Payment will be authorised in accordance with the Council's Financial Regulations

Claims Procedure

- Claims should be submitted within 3 months of expenditure
- Receipts must be attached
- Mileage claims must include dates, destinations and purpose
- Claims will normally be paid via bank transfer after approval at Full Council Meeting

Record Keeping and Transparency

- All claims and supporting documentation will be retained in accordance with the Council's document retention policy and made available for audit.
- The Council will publish summary expense information annually as part of its transparency and audit requirements.

Adoption and Review

This policy was adopted by Ashchurch Rural Parish Council on: 20 April 2026

Minute reference: **20.04.26.11.4**

This policy will be reviewed every year or sooner if legislation or operational needs change.