

**Brockworth Parish Council
Expenses Policy
(Adopted on 2 July 2014)**

Brockworth Parish Council will make reimbursement for all or some of the expenses the Clerk and other staff, and the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

All expense claims must be submitted using the BPC Travel and Expenses Claim form and accompanied by receipts.

1. Clerk (and staff) Expenses

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.

2. Chairman’s Expenses

The Chairman can receive a small annual allowance to defray the expenses of his office. In 2014 this allowance was £250.

3. Councillor’s Expenses

Parish Councillors are unpaid and only elected councillors receive an annual allowance (in 2014 this allowance was £150, taxable).

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the parish:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- For the purpose of making mileage claims, councillors are permitted to claim for “allowable journeys” only – made with the prior approval of the Council.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council