GRINDON & THORPE THEWLES PARISH COUNCIL

EXPENSES POLICY

Grindon & Thorpe Thewles Parish Council will make reimbursement for all eligible expenses the Clerk, Parish Councillors or approved members of the Social Activities or Maintenance Committee may meet on its behalf when incurred in performing the duties required by the Council, such as attending training or meetings on behalf of the Council, or procuring items in accord with Parish Council business

All expense claims must be submitted on a timely basis and be accompanied by receipts. It is expected the nature of expenses to be incurred to be agreed in advance.

1. **Parish Clerk Expenses**

The Parish Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business or training, to include mileage at current NJC rates and parking.

- Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business.

- ("other expenses") provided that the other expenses have been receipted and approved by the Parish Council.

The Parish Clerk may be given an annual allowance to cover telephone and broadband usage for Parish Council business undertaken at home, where such incurs additional costs. This allowance must be agreed by the Parish Council when setting the annual budget.

2. **Chair's Expenses**

The Chair of the Parish Council can be allocated a small annual allowance to defray the expenses of their office.

3. **Parish Councillors' Expenses**

Parish Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish.

Travelling and associated travel expenses on journeys on council business to be reimbursed at current NJC rates for mileage 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 Parish Council.

All claims are to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

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

Adopted: November 2022
Last Updated: February 2026