# SPORLE WITH PALGRAVE PARISH COUNCIL EXPENSES POLICY (Councillors)

**1. General Principles**
It is the policy of Sporle with Palgrave Parish Council (SPORLE) to reimburse Councillors for expenses incurred in performing the duties, such as travelling on SPORLE business, and attending training or meetings on behalf of SPORLE , provided the expenditure has been authorised, receipted and certified in accordance with this policy. Councillors should note that they must inform their car insurance companies before using their car for Councillor business.

All expense claims must be submitted to the Clerk and accompanied by receipts.

**2. Authorised Duties**
Expenses claims will be considered for the following activities:-
Travelling and associated travel expenses on journeys on SPORLE business
Travel to and from training sessions held by NALC or other approved organisations
Any other activity undertaken in performing their duties

**3. Method of Travel**
SPORLE Councillors should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.
Travel by car will be reimbursed at current National Joint Council rates and reasonable parking will be paid.
Our environment will be considered when making allowance decisions. Public transport will be preferred where practical and cost effective
All rail travel shall be by the cheapest standard class fare available. Taxis shall only be used when essential.
Where a SPORLE Councillor uses their own vehicle they should ensure that the vehicle is in good working order, fully insured, taxed and has a current MOT certificate.

**4. Subsistence**
Any SPORLE Councillor may claim for the costs of meals and beverages reasonably purchased when travelling on SPORLE business. This is intended to reimburse the SPORLE Councillor for additional expense as a result of having to travel on Council business.

Personal incidental expenses cannot be claimed.

**5. Procedure**
All expenses claims must be made to the Clerk for processing. All receipts should be originals.
It is important that SPORLE Councillors keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested to HMRC. In respect of car travel, SPORLE ouncillors should keep a log showing where journeys commenced and ceased and the number of miles travelled.

The Clerk will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and paid.

If the SPORLE Councillor fails to submit a claim for a particular item at the time and instead claims it later, Council may, at the discretion of the Clerk, refuse to reimburse the expenditure.

**6. Reimbursement**
Expense claims are normally paid in the following monthly payment run, unless circumstances require payment sooner.

**7. Miscellaneous Expenses**
There may be other incidental expenses incurred by Councillors that are not covered by these which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

**8. Entertaining**
Councillors/employees should only entertain visitors and guests where it is likely to assist SPORLE in its objectives and with the prior approval of the Chair of the Council.
In general, entertainment counts as business-related if its purpose is to discuss a particular Parish Council project, maintain an existing service connection or to form a new connection.

By contrast, entertainment won't count as business-related if its purpose is really social - even if there's some discussion of business-related topics in the course of the entertainment.
Amounts claimed should be reasonable and appropriate.

**9. Abuse of this Policy**
Any abuse or allegations of the abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by Councillors may result in referral to the Standards Process as a contravention of the Members Code of Conduct.

“Falsification” includes the failure to pass on any discount obtained in the course of incurring an expense.

Adopted by Sporle with Palgrave Parish Council on…….....8th February 2024