



KEWSTOKE PARISH COUNCIL

“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”

Ref KPC018

Expenses Policy

1. Purpose

This policy sets a framework for claiming expenses incurred on behalf of Kewstoke Parish Council. The policy ensures members of staff and Councillors act reasonably when incurring expenses and achieve value for money.

In the interests of value for money and to support the appropriate use of public funds, claimants are expected to be prudent in their spending. The Parish Council is required to be diligent in their review and approval of expenses to avoid the Parish Council incurring any unnecessary expense.

2. Scope

This policy applies to all members of staff who work under a contract of employment with Kewstoke Parish Council and to Councillors who claim expenses as a result of undertaking voluntary work on behalf of Kewstoke Parish Council.

3. Expenses

When incurring business travel expenses it is not necessary to obtain approval in advance of incurring the expense. Provided that all expenses are reasonably incurred while on Kewstoke Parish Council's business they will be reimbursed.

However both staff and Councillors need to be mindful of not incurring mileage unnecessarily and where possible use online processes, car sharing etc.

a. Travel by car

- If an employee uses their own vehicle, the mileage claimed need not be receipted. However, evidence should be provided of the distance travelled using an agreed monthly mileage claim form.
- Car mileage for business use is paid at 44 pence per mile, thus avoiding tax implications.
- All employees who use their vehicle on Kewstoke Parish Council's business must be appropriately insured for business purposes. It is the responsibility of the employee to ensure this.
- Parking fines or penalties will not be reimbursed unless there are exceptional circumstances and this is at the discretion of the Staffing Committee.
- Under no circumstances will speeding or any other form of traffic violation, penalty or fine be reimbursed.

b. Other expenditure

For Other expenditure incurred on behalf of Kewstoke Parish Council, the Council's general approval should be obtained via the employee's Line Manager (Parish Clerk) in advance of incurring the expenditure if the purchase is outside the usual remit of expenditure. This relates to predominantly items of Personal Protective Equipment.PPE or additional consumables for the purpose of the role.

Any items purchased with Parish Council funds are Parish Council property.

4. Claims

It is the responsibility of the Parish Clerk to ensure that all items claimed by staff are legitimate and supported by a receipt. In the Case of the Parish Clerk the Chairman of the Council. Original receipts must be retained.

In the event that a receipt cannot be provided for an otherwise legitimate expense, this should be highlighted by the Parish Clerk and it is then at the discretion of the Chairman of The Council whether or not that item is approved for payment.

The Chairman should initial the printed claim as evidence of their review and approval before passing it to the Clerk for payment. It can then be filed for audit purposes.

All Kewstoke Parish Council expenditure is subject to scrutiny and audit by government agencies, internal and external auditors, funders and their auditors and other sponsors.

Kewstoke Parish Council expenditure is also subject to scrutiny under Freedom of Information requests that can include the reporting of details of staff / Councillor expenses. claims. All claimants and authorisers must ensure that any claim made is justifiable, legitimate and will not risk the Parish Council's reputation.

5. Home Working

For employees required to regularly work from home under formal 'homeworking' arrangements expenses may include any of the following:

Purchase or use of office equipment

Purchase of office consumables

Connection, rental or use of telephone line, internet and broadband.

It is the responsibility of the Staffing Committee to ensure that any of the above items if claimed are legitimate and supported by a receipt and authorisation is sought in advance.

Adopted on 01/06/2020