# Ockbrook and Borrowash Parish Council

## Expenses Policy

Ockbrook and Borrowash Parish Council will reimburse any expenses actually and necessarily incurred by the Clerk, The Chair or Councillors performing the duties required by the Council.

### Clerks Expenses.

The Clerk will be allowed to claim the following expenses:

* Travelling and associated travel expenses on journeys on Council business to include milage at current NJC rates (currently 45p per mile) and parking.
* The Clerk cannot claim milage for travel to and from work.
* The Clerk can claim milage for travel to deliver agendas, minutes, post notices and visiting the cemetery, allotments and Ashbrook Centre.
* 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.
* The Clerk may be reimbursed for purchases made on behalf of the Council, providing that such expenses have been approved by the Council. Expense claims should be submitted with a VAT receipt in the name of the Council.

### Councillor Expenses.

Parish Councillors are unpaid.

The Chair and Councillors will be able to claim expenses for:

* Travel and subsistence when carrying out duties approved by the Council outside of the Councils area ( to be approved in advance), to include milage at current NJC rates (currently 45p per mile).
* Councillors will not receive expenses for work within the Parish.
* Councillors may be reimbursed for purchases made on behalf of the Council, providing that such expenses have been approved by the Council. Expenses claims should be submitted with a VAT receipt in the name of the Council.

All claims are to be made promptly to the Clerk (within 2 months of expenditure) and except for mileage **MUST** be accompanied by a VAT receipt. The expenses will be approved for payment at the next Full Council Meeting.