

# BISHAM PARISH COUNCIL

Clerk: Barry Malki  
Email: clerk@bishamparishcouncil.org.uk  
Tel: 07751141223

## Expenses Policy 2023-2024

The following document sets out the Expenses policy for the Clerk, Chair and Councillors of Bisham Parish Council, in line with the NALC guidance and RBWM's Parish Remunerations Committee.

Bisham Parish Councillors are unpaid, and do not receive an allowance In respect of their duties. In order to ensure that no Cllr is financially disadvantaged whilst discharging their duties, reasonable expenses can be claimed following prior approval of the Chair/Council.

### COUNCILLOR EXPENSES

Parish Councillors are unpaid and do not receive an annual allowance. They are entitled to claim the following expenses:

- travelling and associated travel expenses on journeys of council business from the edge of the Parish Boundary to the destination and back. This will be paid at the current HMRC non-profit making rate, currently 45p per mile. Parking costs will be reimbursed at the rate incurred when supported by a VAT receipt (not a Parking Ticket/Voucher).
- items purchased specifically at the direction of the Chair/Council. Purchases must be supported by a VAT receipt. This can include items such as printing supplies, stationery etc.
- other expenses, provided they have been approved in advance by the Chair/Council. Purchases must be supported by a VAT receipt This can include items relating to Christmas displays, events etc.

### CLERK'S EXPENSES

The Clerk will be able to claim the following expenses when supported by receipts:

- stationery, postage and printing costs and other office consumables
- reasonable sums to cover the extra costs of space, lighting, heating and electricity arising from the Clerk's use of home for Council business. This is set at the HMRC homeworking rate for "additional household expenses for employees" of £26.00 per month.
- all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- travelling and associated travel expenses on journeys of Council business from the edge of the Parish Boundary to the destination and back. This will be paid at the current HMRC non-profit making rate, currently 45p per mile. Parking costs will be reimbursed at the rate incurred when supported by a VAT receipt (not a Parking Ticket/Voucher).

**Adopted 15<sup>th</sup> May 2023**

**Date of review May 2024**