

# Sourton Parish Council

## Expenses policy

Sourton Parish Council will reimburse any appropriate expenses incurred by the clerk and councillors in the performance of their duties.

### **Clerk's expenses**

The clerk may claim the following expenses:

- Travelling and associated travel expenses for journeys on council business.
- An amount set by Sourton Parish Council towards the cost of working from home.
- Stamps, stationery and printer consumables.
- Items purchased specifically at the direction of the Parish Council.

All expenses submitted must be included in the schedule of payments requiring authorisation at a Council meeting and recorded in the expenses record book. Expenses must be accompanied by any appropriate VAT receipt.

### **Parish Councillors expenses**

Parish councillors are unpaid and do not receive an annual allowance.

Parish Councillors may claim the following expenses:

- Travelling and associated travel expenses for journeys to councillor training events outside of the parish boundary.
- Items purchased specifically at the direction of the Parish Council.

Councillors will not receive expenses:

- Attending any meeting of Sourton Parish Council.
- Any council related work within the parish.
- Acting as a representative of the parish council.

Councillors must obtain authorisation at a council meeting prior to any expense being incurred. If any expenses are agreed by the council the councillor must submit an expense claim to the clerk which must include any appropriate VAT receipt within one month of the expense being incurred. The expense will then be included in the schedule of payments requiring authorisation at the next Council meeting.

Date approved	October 2025
Signature of the Chairman	C Mott
Date of review	October 2026