

Rainton with Newby Parish Council

Expenses Policy

It is the aim of Rainton with Newby Parish Council that no employee or member be financially disadvantaged when representing the Parish Council.

Rainton Parish Council will reimburse all or some of the expenses incurred by the Clerk, the Chairman or Councillors in performing the duties required by the Council.

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
- 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 on council business - to include mileage at the current Inland Revenue rate, 45p per mile¹
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council.

Councillor Expenses

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

- travelling and associated travel expenses on journeys on council business - to include mileage at the current Inland Revenue rate, 45p per mile
- items purchased at the direction of the Council: Councillors should make every effort to obtain a VAT receipt in the name of the Council and pass this to the Clerk
- other expenses, provided they have been approved in advance by the Council.

Adopted by the Council on 11th July 2023

¹¹ <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>