

SEVERN STOKE AND CROOME D'ABITOT PARISH COUNCIL - WORCESTERSHIRE

EXPENSES POLICY

Published by WCALC: N/A.

Adopted by Severn Stoke and Croome d'Abitot Parish Council 2020.

Updated Jan 2026 upon publication of new regulations relating to councillor allowances.

1. General Principles

- 1.1 It is the policy of Severn Stoke and Croome d'Abitot Parish Council to provide a fair single reimbursement to Councillors as permitted in law.
- 1.2 It is the policy of Severn Stoke and Croome d'Abitot Parish Council to provide fair reimbursement as required to the Parish Clerk, provided the expenditure has been authorised,, receipted and certified in accordance with this policy, OR has been undertaken in an emergency, OR, at short notice for a purposes that passes a 'fair and reasonable' test.
- 1.3 All allowances paid should pass the 'fair and reasonable' test regardless of the circumstances.
- 1.4 It must always be borne in mind that the Parish Council is a financially small membership organisation and is accountable to the public.
- 1.5 In Autumn 2025 new regulations relating to councillor allowances were published and this policy has been updated to reflect this in para 2 below.

2. Councillor allowances

2.1 As per Financial Regulations Section 11 reproduced here for ease in 2.2 below:

2.2 Town and Parish Councils can set between 1-3% of their total revenue budget (not including capital projects) for the payment of general allowance to Town or Parish Councillors:

- i. All Councillors (apart from the Chairman who can receive a higher amount - £50p.a) must be paid the same.
- ii. The allowance must be paid via payroll to the Councillors - it is classed as a taxable income.
- iii. A Councillor can only receive the allowance for the time being on the Council, therefore if a Councillor resigns half-way through the year they can only receive half of the allowance. The allowance is to be paid in quarter 3 of each financial year in order to avoid circumstances where reimbursement to the Council is required by a resigning Councillor.
- iv. A Councillor who has been co-opted since the last election is not allowed to claim the allowance.

2.3 Please refer to the parish council budget for the year for the set amount allowed. In 2026/2027 this was allocated as £25 per councillor p.a

2.4. Individual expenses (ad hoc/one-off) claims from Parish Councillors are not permitted.

2.5 Councillors may claim their allowance at any time of the financial year, but payment is only made in Q3.

2.6 Part claim/part payments are not permitted and the full amount of the councillor allowance must be made.

All following sections relate to expenses procedures in relation to the Parish Clerk/RFO

Continued overleaf

3. Authorised Duties of the Parish Clerk/RFO

3.1 Expense claims from the Parish Clerk will be considered for the following activities:

- i. Travel to and from meetings of the parish council/committee meetings and to outside bodies which are limited to the Parish Council representative(s) to those bodies.
- ii. Travel to and from training sessions held by NALC or other approved organisations.
- iii. Hosting meetings in house (MUST be approved prior to expense being incurred)
- iv. Travel expenses when delivering Council documents or carrying out Council business.
- v. Phone expenses (bills must be present to Councillors for inspection).
- vi. Stationery, office equipment, stamps, shredding services, printing ink.
- vii. Items specific to the running of the parish council and specific projects, including: first aid kits; health and safety equipment, and; equipment pertinent to results of project risk assessments.
- viii. Other expenses as agreed, in advance, at full Council.
- ix. Clerk working from home allowance (as per contract £26).

4. Method of travel – *with due regard to the Lone Working Policy (Clerk/RFO)*

- 4.1 Travel by car will be reimbursed at the mileage rates agreed by the Parish Council.
- 4.2 Our environment will be considered when making allowance decisions. Public transport will be preferred where practical.
- 4.3 All rail travel shall be by the cheapest standard class fare available.
- 4.4 Taxis shall only be used when essential.

5. Mileage/Household Rates (Clerk/RFO)

- 5.1 Approved travel expenses will be at the rates approved by HMRC. Mileage @ 45ppm.
- 5.2 The Parish Council reserves the right to consider Lengthsman mileage as a separate matter and to pay a rate of mileage at a rate different or otherwise, as recommended by the Staffing Committee.
- 5.3 Household expenses will be reimbursed at a rate specified in the contract of the Parish Clerk (£26 Home Working Allowance (HWA)). (Nb the flat rate for home working per HMRC guidelines). (HMW includes phone call charges and does not separate any form of payment)

6. Subsistence (Clerk/RFO)

- 6.1 In addition to travel, expenses are allowable for:
 - a. Meals at meetings where necessary and approved beforehand. Lunch not to exceed £10 and dinner not to exceed £20.
 - b. These expenses (11a above) are NOT a normal part of monthly council anticipated expenditure and therefore MUST be agreed in principle prior to the event, by the Clerk and by the Chair. Ideally, such expenses should be approved at Full Council one month beforehand.

7. Miscellaneous Expenses by the Clerk/RFO

- 7.1 The Clerk has delegated authority to spend up to £1000 excluding VAT in cases of emergency and also delegated authority to spend on items of stationery and essential items pertinent to parish council business (up to £100 per month). These expenses are to be initially incurred by the Clerk and then reimbursed on a monthly basis, subject to the usual scrutiny by Councillors at Full Council.
- 7.2 Councillors reserve the right to reject items for payment incurred above, if sufficient justification is not provided by the Clerk at time of claim.
- 7.3 Where emergency (only) expenses are incurred by the Clerk (up to £1000 threshold, excluding VAT) on his/her personal financial accounts and where monthly credit card payments are due prior to reimbursement by Full Council, the Clerk reserves the right to claim this penalty as part of the reimbursement, up to a threshold of £10. Proof of penalty must be presented to Councillors for inspection.

8. Procedure for Making a Claim (non emergency) by the Clerk/RFO

- 8.1 All expense claims must be made on an approved claim form, with receipts attached as appropriate. Claim forms are available from the Clerk / RFO to the Parish Council.
- 8.2 It is important that the Clerk keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the Inland Revenue.
- 8.3 All claims are to be paid monthly.
- 8.4 If the Clerk fails to submit a claim for a particular item and instead claims for it later, the Parish Council may, at the discretion of the RFO, refuse to reimburse the expenditure.
- 8.5 The Clerk/RFO will initially scrutinise all claims submitted. If satisfied that the claims are allowable, they will be presented to Full Council, approved by Councillors and signed by the Chair for payment by cheque.
- 8.6 All claims are passed to the internal auditor for due inspection as part of the annual accounts.
- 8.7 All claim records will be kept for a period of 7 years as a minimum and as per the data/document retention policy for the council.
- 8.8 Items claimed over £100 will be subject to specific and transparent public inspection as part of the annual publication of accounts.

9. Publication and Review

- 9.1 This document will be made available to all Councillors of the Parish Council at the first meeting following the AGM of the Council and to new Councillors as and when appropriate.
- 9.2 The policy shall be reviewed by the Parish Council on an annual basis.

Footnote:

Parish Clerk, Proper Officer & Responsible Financial Officer Mrs Lisa Stevens, CiLCA, c/o 9 The Limes, Kempsey, Worcs, WR5 3LG.

Tel: 01905 820956 / 07950256363

Email: parishclerk@severnstokeandcroomedabitot-pc.gov.uk

Website: www.severnstokeandcroomedabitot-pc.gov.uk

Requests for this information in other languages/audio/large print will be reasonably considered.



View our new parish council website via the Q R Code above
or at

<https://severnstokeandcroomedabitot-pc.gov.uk/>

Our parish council logo shows the Panorama Tower at Severn Stoke, offering views of the surrounding countryside to the public. Image recreated with permission of the National Trust.

Grimley Parish Council:

Expenses Claim Form

Name	Date
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Journey From/To	Purpose of Journey	Date	Miles Claimed	Amount
				£
				£
				£
				£
				£
				£
				£
				£
				£
				£
				£
Total Mileage Claimed				£

Other Expenses (Please attach receipts for all stationery and miscellaneous expenses)			
Hosting meetings in home	Dates	Details	Amount
Stationery Items	Dates	Details	Amount
Miscellaneous	Dates	Details	Amount
Total Amount of Expenses Requested:			

Signature Councillor/Clerk:	Approved: Chairman of meeting Date:
Payment made:	Date: Cheque Number: