Weasenham Parish Council

EXPENSES POLICY

Reviewed June 2022

Adopted June 2022

Next Review 2024

Weasenham Parish Council Expenses Policy

As an employer, Weasenham Parish Council is of the belief that no employee or Councillor (Member) should be financially out of pocket due to the execution of council business.

1) The Parish Council will ensure credit accounts are open with local businesses which provide materials and services to the council. The Clerk is permitted to add items to these accounts, on the provision that the account is itemised with VAT listed (if applicable) and is presented to full council for payment at the earliest available opportunity.

2) No petty cash is held by the council. The Clerk is permitted to expend de minis amounts of money (up to £25 per month) on items required by the council and present the expenses to full council at the earliest available opportunity. Original receipt for expenditure must be provided with all items itemised and any VAT amount listed.

3) Mileage expenses for legitimate council business will be paid in accordance with Prevailing HMRC published rates. The Clerk must keep a log of all journeys made in the furtherance of council duty, the date they were made, and the miles travelled. At present the rates stand at 45p per mile