



Clerk & RFO Victoria Burton-Davey
c/o The Art House
36 Fore Street
Praze-an-Beeble
Cornwall
TR14 0JX

SanPC Expenses Policy

Adopted July 2024

Review January 2026

Introduction

Sancreed Parish Council believes that no employee or councillor should be financially disadvantaged when representing the Council. This policy sets out the rules on how employees and councillors can claim for legitimate business expenses incurred in the performance of their duties for the Council and to ensure that these expenses are treated appropriately for tax purposes.

General Procedure

Expenses will only be paid if supporting evidence (such as receipts) is provided and the expense is agreed in advance. Any mileage costs will be reimbursed at the current HMRC non-profit making rate, currently 45p per mile.

Clerk's Expenses

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

- Stationery, postage and printing costs and other office consumables;
- A reasonable sum to cover the extra costs associated with heating, lighting, etc. for the use of the Clerk's home for Council business. This is currently set at £6.00 per week and should be claimed on a monthly basis. This allowance falls within current HMRC rules to be paid tax-free.
- Any additional premium required by the Clerk's own home insurance provide in respect of the Clerk's private premises being the main place of work;
- The Council will provide a laptop/personal computer and printer to enable homeworking employees to do their job, or agree a suitable sum to cover use of their own equipment.
- Travelling and associated travel expenses on journeys to Council business, e.g. training courses, meetings, (not including the cost of travel between your home and usual place of work).
- Any other relevant expenses provided that they have first been approved by the Council.

Councillors Expenses

Parish Councillors are unpaid and do not receive an allowance. They are entitled to claim the following expense, provided they have first been approved by Council, and are supported by receipts, where appropriate:

- Travelling and associated travel expenses on journeys to Council business (not including the cost of travel between your home and monthly Council meetings), e.g. training courses, other meetings outside the Parish (attendance to be approved in advance).

Chair's Allowance

Under the Local Government Act 1972, s15(5) 'a parish council may pay the Chair for the purpose of enabling them to meet the expenses of their office such allowance as the council think reasonable'. Currently the Chair's allowance for Sancreed Parish Council is not claimed.

Prepared: Clerk & RFO Victoria Burton-Davey
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