



Town Clerk-Clerks Expenses Policy

Date policy adopted: 7th November 2023.

Introduction

This policy provides for the claim and reimbursement of costs incurred by the Clerk that are directly attributable to carrying out their role.

Reimbursable expenses

The following will be reimbursed by the Council at the request of the Clerk: -

- The Council will provide a mobile phone solely for business use. The monthly fee (currently £8.00) will be paid by the Clerk and reimbursed by the council.
- Actual travel costs: -
 - To and from training funded by the Council.
 - From the Clerk's normal place of work (The Town Hall) to meetings or other events which they are required to attend in the course of their duties.
 - Parking charges (But not penalties)
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- Use of own car for business travel. To be reimbursed at the current rate allowed by HMRC without incurring a tax charge. (Note currently 45p per mile)