

DIPTFORD PARISH COUNCIL  
COUNCILLOR EXPENSES POLICY

Date Agreed: 10<sup>th</sup> December 2024

Date of Next Review: 2026

Introduction

Diptford Parish Council believes that no councillor should be financially disadvantaged when representing the Council. This policy sets out the rules on how councillors can claim for legitimate 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 when an expenses claim is submitted, usually at the meeting immediately following when the expense has been incurred.

Expenses will not be paid unless supporting evidence is provided, together with an expense claim. This should include original receipts or invoices with the date of the transaction (unless claiming for mileage).

Any mileage costs will be reimbursed at the current HMRC non-profit making rate.

Councillor Expenses

Parish Councillors are unpaid and do not receive an allowance. They are entitled to claim the following expenses such as mileage, training and childcare, provided they have first been approved by the Council, and are supported by receipts, where appropriate.

Chair's Allowance

Under the Local Government Act 1972, s15(5) '*a parish council may pay the chair for purpose of enabling them to meet the expenses of their office such allowance as the Council think reasonable*'. Currently the Chair's allowance for the Council for the financial year 2025/2026 is set at £0.

Proposed by Chris Peach

Seconded by Steve Hill