



Barrowby Parish Council

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Members' Expenses Policy

Document control

- **Owner:** Full Council
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

1. Purpose

This policy sets out the rules for reimbursement of authorised expenses incurred by parish councillors and co-opted members when undertaking approved Council business.

The Council's intention is that members should neither gain nor lose financially as a result of carrying out approved duties on behalf of the Council. Reimbursement is limited to reasonable, actual and properly evidenced expenditure incurred wholly, necessarily and exclusively on approved Council business.

2. Legal basis

This policy is adopted having regard to the Local Authorities (Members' Allowances) (England) Regulations 2003, including the provisions relating to parish travelling and subsistence allowance. Parish councils may pay travelling and subsistence allowances to their members if they choose to do so.

Nothing in this policy creates any entitlement to a basic allowance, special responsibility allowance, or any payment not permitted by law.

3. Scope

This policy applies to:

- a. elected parish councillors; and
- b. co-opted members, where the Council has resolved that reimbursement is permitted and lawful.

This policy does not apply to:

- a. employees of the Council; or
- b. volunteers, including volunteers assisting Council working groups.

4. General principles

4.1 Expenses will only be reimbursed where they are:

- a. incurred on approved Council business;
- b. reasonable and proportionate;
- c. supported by the evidence required by this policy;

- d. within the approved budget where applicable; and
- e. submitted within the time limit set out below.

4.2 No claim will be paid where:

- a. the expense was not authorised in advance where prior approval was required;
- b. the claim is incomplete;
- c. the required receipt, invoice, ticket or journey record is missing; or
- d. the expense is personal, excessive, avoidable, political, campaign-related or otherwise unrelated to Council business.

4.3 Members must not approve their own claims.

5. Approved duties

A claim may only be made for expenditure incurred in connection with an approved duty.

Approved duties include:

- a. attendance at meetings of the Council, its committees or authorised panels;
- b. attendance at a properly authorised working group meeting or activity;
- c. attendance at training, conferences, briefings or events approved by the Council or by delegated authority;
- d. attendance at site visits, inspections, liaison meetings or other engagements expressly authorised by the Council; and
- e. any other duty approved in advance by the Council as being undertaken on its behalf.

6. Travel expenses

6.1 Private vehicle mileage

Where a member uses their own vehicle for an approved duty, mileage may be claimed at the prevailing HMRC approved mileage rate. As at April 2026 this is:

- cars and vans: 45p per mile for the first 10,000 business miles in the tax year and 25p thereafter;
- motorcycles: 24p per mile;
- bicycles: 20p per mile.

6.2 Mileage claims must include:

- a. date of journey;
- b. purpose of journey;
- c. start point and destination; and
- d. number of miles claimed.

6.3 A fuel receipt is not, by itself, sufficient evidence for a mileage claim and is not a substitute for a mileage record.

6.4 A member claiming mileage by private motor vehicle must ensure that:

- a. they hold a valid driving licence;
- b. the vehicle is roadworthy, taxed and insured; and
- c. their insurance permits use for Council business where required.

6.5 Public transport

The Council will reimburse the actual cost of standard class rail travel, bus fare or other public transport reasonably incurred for an approved duty. Claims must be supported by tickets or receipts.

6.6 Parking, tolls and similar charges

Necessary parking fees, tolls and similar charges may be reimbursed where supported by a receipt or other satisfactory evidence. Parking fines, speeding penalties and other enforcement penalties will not be reimbursed.

6.7 Taxis

Taxi fares will only be reimbursed where justified by business need, accessibility need, safety considerations, lack of suitable public transport, or urgency. A receipt must be provided.

7. Subsistence

7.1 Reasonable subsistence expenses may be reimbursed only where they are necessarily incurred on an approved duty and are supported by an itemised receipt.

7.2 Alcohol will not be reimbursed.

7.3 Routine refreshments near home, or within the parish where no additional cost is necessarily incurred, will not normally be reimbursed.

7.4 Claims for meals or refreshments should normally arise only where the approved duty extends for a substantial period or makes it unreasonable to return home or to normal arrangements.

8. Purchases made on behalf of the Council

8.1 Members must not normally make purchases personally and seek reimbursement afterwards unless:

- a. the purchase was authorised in advance; and
- b. it was not reasonably practicable for the Council to purchase the item directly.

8.2 Any such claim must be supported by a valid receipt or invoice.

8.3 Wherever possible, a VAT receipt in the name of Barrowby Parish Council should be obtained and passed to the Clerk/RFO.

9. Evidence requirements

9.1 Except for mileage claims, every claim must be supported by an original or electronic receipt, invoice, ticket, booking confirmation or other satisfactory documentary evidence.

9.2 Card payment slips alone are not sufficient unless they clearly identify the supplier, date and amount and no fuller receipt is available.

9.3 Claims without adequate evidence will not normally be paid.

10. Time limit for claims

10.1 Claims must be submitted within **2 months** of the date the expense was incurred.

10.2 Claims submitted after 2 months will not normally be reimbursed unless the Council is satisfied that there are exceptional reasons.

10.3 Claims relating to a financial year should be submitted promptly and, in any event, no later than **30 April** following the end of that financial year. Claims submitted after that date will not normally be paid unless the Council is satisfied that exceptional circumstances apply.

11. Claim process

11.1 Claims must be submitted on the Council's approved expenses claim form to the Clerk/RFO with all required supporting evidence.

11.2 The Clerk/RFO will check each claim for:

- a. completeness;
- b. arithmetic accuracy;
- c. compliance with this policy;
- d. budget provision; and
- e. supporting evidence.

11.3 Payment must be approved in accordance with the Council's Financial Regulations and payment approval arrangements.

12. Non-reimbursable items

The following will not be reimbursed:

- a. claims without the required evidence;
- b. personal purchases;
- c. political or campaign costs;
- d. fines or penalties;
- e. alcohol;
- f. first class travel unless specifically approved in advance in exceptional circumstances.

13. Basic allowance

Barrowby Parish Council does not pay a basic members' allowance unless and until it resolves lawfully to do so.

14. Relationship with other Council policies

This document should be read alongside the Council's Financial Regulations, payment approval arrangements, procurement rules, volunteer policy, working group terms of reference, and any relevant staff policies. Where there is any conflict, the law and the Council's Financial Regulations take precedence.

15. Review

This policy will be reviewed periodically and whenever there is a relevant change in legislation, HMRC rates or Council practice.