



Heckington Parish Council EXPENSES POLICY - COUNCILLORS

1. Travelling and subsistence

Councillors, including co-opted councillors, may claim travel and subsistence expenses when carrying out **previously approved duties**. *Approved duties means doing anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.*

Travelling expenses will be reimbursed at the amount of 45p per mile, if using a private vehicle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport (the cheapest and most time-efficient method should be used). Parking charges, but not parking fines, while on Council's business, will be refunded. *Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.*

Subsistence allowance for refreshments to be purchased will only be payable where attendance at any event exceeds 4 hours, and will be limited to £5.00 maximum per event and with receipts submitted.

Claims shall only be made on the appropriate forms available from the Clerk.

Any expenditure in relation to attendance at training events, subject to funds remaining within the yearly budget set aside by the council, may be approved retrospectively after the event, at the next meeting of the council.

2. Items purchased specifically at the direction of the Council

These will only be reimbursed subject to the prior agreement of the council and on production of a valid receipt.

Members must endeavour to obtain a VAT receipt in the name of the Council for all such purchases, and this must be passed to the Clerk, together with the claim for reimbursement.

Claims shall only be made on the appropriate forms available from the Clerk.

4. Other expenses

Reimbursement of any other expenditure will only be by prior agreement with the council.

5. Member's allowances

Heckington Parish Council does not pay any basic members' allowance to elected councillors.

- *The rate for travelling expenses for members shall be set in accordance with the procedures stipulated in The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021).*

Date approved		Version Number	Revision/Amendments made	Review date
28.1.26		V1.0	New Policy	May 2026