

# **BRENT KNOLL PARISH COUNCIL**

## **EXPENSES AND HOME WORKING POLICY**

**Owen J Cullwick** Clerk and RFO

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Review and Adoption **April 6<sup>th</sup> 2022**

Next review **April 2023**

### **EXPENSES POLICY**

Brent Knoll Parish Council will make reimbursement for all or some of the expenses the Clerk and the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

All expense claims will be submitted under the terms and restrictions of this policy and to be submitted 3 monthly in accordance with the following guidelines

#### **1. Clerk (and staff) Expenses**

The Clerk will be able to claim the following expenses:

Travelling and associated travel expenses on journeys on council business to include mileage at current National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking.

- Postage , Printing at current rates and detailed below for the year 2022/2023
- Mobile Telephone at one third of Clerks own Tariff which is detailed below.
- A fixed rates for homeworking as agreed by HMRC: This has been set at £6.00 per week by HMRC and is un-receipted. To be paid quarterly
- Any stationery required in the process of operating an efficient administration of Council affairs

#### **2. Chairman's Expenses**

The Chairman can receive a small annual allowance to defray the expenses of his/her office. In 2022/23 an amount of £80.00 was set in the budget.

#### **3. Councillor's Expenses**

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by Council.

Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the parish:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- For the purpose of making mileage claims, councillors are permitted to claim for “allowable journeys” only – made with the prior approval of the Council.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council.

### **Current Rates Schedule**

Postage at Current 2 <sup>nd</sup> Class Rates	= <b>0.68p</b> and large letter <b>£1.05</b>
Printing Costs at agreed rates	= <b>0.13p</b> per copy
Mobile Telephone	= <b>£9.85</b> per month
Mileage Rates ( HMRC )	= <b>0.45p</b> per business mile
Home Working Allowance	= <b>£78.00</b> per quarter ( based on <b>£6.00</b> per week)

*All of the above rates are unchanged from 2021/2022 apart from Postage charges*

### **Health and Safety**

It is the Clerk’s responsibility to make all necessary arrangements for the security of Council owned property in the following ways.

- ◆ Regular Back up of Computer Files
- ◆ Computer is protected by adequate security and antivirus programmes.
- ◆ The working environment is safe and has regard to Health and Safety measures.
- ◆ All Council documents are stored in a safe place within the home.
- ◆ The Staffing group may gain occasional access to the Computer for monitoring.
- ◆ All other staffing matters should be covered in an up to date Contract of employment.
- ◆ The Council have an overall responsibility for the safety of the Clerk as its employee and ensure that it behaves as a legally responsible employer at all times

### **Produced by the Clerk Owen Cullwick**

and approved and Adopted by the Parish Council on **April 6<sup>th</sup> 2022** and subject to an annual review by the Parish Council.