

Wetherden Parish Council

Travel & Expenses Policy

Wetherden Parish Council will make reimbursement for all or some of the expenses the Clerk, Chairman or Councillors may meet on its behalf when incurred in performing the duties required of the Council. No expenses will be paid to Councillors for attendance at any meeting of Wetherden Parish Council or any work within the Parish.

1. Chairman & Councillor Expenses: The Chairman and Councillors will be able to claim the following expenses.
 - a. The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen, if practicable. Where it is cost effective for a car to be used for business travel, a mileage allowance can be claimed. Details of the current mileage rates can be obtained from the RFO/Clerk. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.
 - b. Items purchased specifically at the direction of the Council. Claims shall be made on the appropriate forms available from the Clerk. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.
 - c. Office consumables such as paper and ink. All claims submitted are subject to an annual limit of £20 and shall be made on the appropriate forms available from the Clerk. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.
2. Clerk's Expenses: the Clerk will be able to claim the following expenses.
 - a. The reasonable cost of necessary travel in connection with parish council meetings and other council business will be reimbursed. The most economic means of travel should be chosen, if practicable. Where it is cost effective for a car to be used for business travel, a mileage allowance can be claimed. Details of the current mileage rates can be obtained from the RFO/Clerk (currently 45p per mile).
 - b. Stamps and stationery and other office consumables, items purchased specifically at the direction of the Council.
 - c. Other expenses - documentary evidence will be required for such items spent on Council related costs. All claims shall be made on the appropriate forms.

January 21st 2026