

# BRACEBRIDGE HEATH PARISH COUNCIL

Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA  
07899 888530 – clerk@bracebridgeheath-pc.gov.uk

## Expenses policy

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## **1 Purpose**

- 1.1 It is the policy of Bracebridge Heath Parish Council to reimburse its employees, volunteers and councillors for expenses incurred in performing the duties required by the council.
- 1.2 This policy outlines the type of expenses that can be reclaimed from council and the procedure for doing this.

## **2 Scope**

- 2.1 This policy applies to all employees, volunteers, and councillors of Bracebridge Heath Parish Council hereby known as 'role holders'.
- 2.2 This policy refers to expenses in relation to travelling on council business, attending training or meetings on behalf of the council

## **3 Authorised activities**

- 3.1 Expenses claims will be considered for the following activities:
  - travelling and associated travel expenses on journeys on council business;
  - travel to and from training sessions held by Lincolnshire Association of Local Councils (LALC) and other approved organisations;
  - other activities carried out in the performance of duties.

## **4 Method of travel**

- 4.1 Role holders should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.
- 4.2 Travel by car will be reimbursed at the HMRC approved rate of travel, currently 45p per mile. For employees, travel between home and the contracted place of work (base) should be deducted from the total mileage claimed.
- 4.3 All rail travel shall be by cheapest standard fare available.
- 4.4 Taxis shall only be used when essential.
- 4.5 Role holders using their own vehicle should ensure that the vehicle is in good working order, fully insured, taxed and with a MOT.

## **5 Subsistence**

- 5.1 Role holders may claim for the costs of meals and beverages reasonably purchased when travelling on council business. This is intended to reimburse the role holder for additional expense as a result of having to travel on council business.
- 5.2 Subsistence claims shall not exceed the published rates in the North Kesteven District Council's members' allowance scheme.

5.3 Personal incidental expenses cannot be claimed.

## **6 Professional subscriptions (employees only)**

6.1 If agreed by the council in advance, employees may claim back the cost of the annual subscription for professional bodies whose activities are directly relevant to the employee's duties.

## **7 Eye tests and spectacles (employees only)**

7.1 Bracebridge Heath Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (amended 2002).

7.2 Council will contribute to the cost of an eye test (up to £25) every two years for employees that use display screen equipment for a significant part of their working day on council business.

7.3 The eye test should be conducted by a suitably qualified optician.

7.4 If an eye test reveals that spectacles are required for DSE work, council will contribute £75 towards the cost of basic spectacles. Council will not contribute towards the cost of spectacles with any element of everyday use. The spectacles must be prescribed for DSE use.

## **8 Miscellaneous expenses**

8.1 Other incidental expenses incurred by employees that are not covered by these rules should be discussed with the clerk to council before any expense is incurred.

8.2 The chairman of the council should be notified if the clerk to council incurs any incidental expenses.

## **9 Procedure**

9.1 All expense claims must be made on the claim form (appendix a).

9.2 All original receipts should be attached.

9.3 The completed expense claim form should be given to the clerk for processing. The clerk will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and recommended for payment at the next suitable meeting of council.

9.4 The clerk to council should present completed expense forms Full Council for approval by the Chairman.

## 10 Abuse of this policy

- 10.1 Any abuse in the application of this policy by employees will be dealt with in accordance with council's disciplinary policy and procedures. This may result in disciplinary action being taken.
- 10.2 Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.
- 10.3 Any abuse or allegations of the abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by councillors may result in referral to the monitoring officer as a contravention of the members' code of conduct.

## 11 Responsibilities and review

- 11.1 The Personnel committee is responsible for reviewing this policy. This policy will be reviewed on a biennial basis or in response to changes in the law.

## 12 Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
May 2015	1.0	New policy	May 2016
April 2016	1.1	Reviewed - no amendments	April 2017
May 2017	1.2	Reviewed – no amendments	May 2018
March 2019	2.0	Rewritten, new template	March 2021
February 2021	2.1	Reviewed – no amendments	February 2023
October 2023	2.2	Updated document header; Removed references to Finance and Policy committee.	October 2025

# Appendix A

## Expenses Claim Form

<b>Name</b>		<b>Date</b>	
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Journey from / to	Purpose of Journey	Date	Miles claimed	Amount 45p per mile

Other Expenses - (Please attach receipts for all stationery and miscellaneous expenses)			
Stationery items	Dates	Details	Amount
Miscellaneous	Dates	Details	Amount
<b>Total Amount of expenses requested:</b>			£

<b>Signature</b>		<b>Approved</b>	
		<b>Clerk / Chairman of meeting</b>	
<b>Name</b>		<b>Date</b>	