

KEDINGTON PARISH COUNCIL EXPENSES POLICY

FOR COUNCILLORS

It is the aim of Kedington Parish Council that no Councillor will be financially disadvantaged when representing Kedington Parish Council.

Kedington Parish Council will make reimbursement for all or some of the expenses Councillors may meet on its behalf when incurred in performing the duties required of the Council.

No expenses will be paid for attendance at any meeting of Kedington Parish Council nor any work within the Parish.

Councillors will be able to claim the following expenses:

1. The reasonable cost of necessary travel in connection with Council business. The most economic means of travel should be chosen if practicable and existing travel cards or season tickets wherever possible should be used.
 - The Parish Council will reimburse the cost of standard class train travel. A receipt should be obtained for submission with an expense claim form.
 - A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with an expense claim form.
 - Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Details of the current mileage rates can be obtained from the Clerk. Any necessary parking costs can be reimbursed. A receipt or a display ticket should be obtained for submission with an expense claim form.

The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances.

2. Subsistence which may include overnight accommodation and meals incurred in the performance of Council business. A VAT receipt should be obtained for submission with an expense claim form.
3. Items purchased specifically at the direction of the Council. A VAT receipt should be obtained for submission with an expense claim form.
4. Office consumables such as paper and ink. If necessary Councillors may obtain these from the Clerk. All claims are subject to agreement by the Parish Council. A VAT receipt should be obtained for submission with an expense claim form.

Adopted by Kedington Parish Council at its meeting on 31st March 2026

Review Date March 2027