WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

COUNCILLORS' EXPENSES POLICY

1. Introduction

This policy sets out the circumstances in which Whitehill Town Council (WTC) may reimburse councillors for expenses incurred while carrying out their official duties. Councillors serve in a voluntary capacity and are generally expected to cover their own costs. However, in specific circumstances, WTC may reimburse expenses where permitted by law and approved by resolution.

2. General Principles

2.1 Town and Parish Councillors are not entitled to a basic allowance or to routine travel and subsistence expenses unless their council has adopted a Members' Allowances Scheme under the Local Authorities (Members' Allowances) (England) Regulations 2003. WTC has not adopted a Members' Allowances Scheme.

2.2 Section 111 of the Local Government Act 1972 allows councils to incur expenditure that is 'conducive or incidental' to their functions. This means that, in limited cases, councillors may be reimbursed for expenses incurred on behalf of WTC.

2.3 Reimbursement is only permitted for pre-approved expenses incurred wholly, exclusively, and necessarily in the performance of council duties.

2.4 All claims must be supported by receipts or appropriate documentation and approved by the Town Clerk under the criteria set by this policy.

3. Approved Duties

3.1 The following activities are considered 'approved duties' for which councillors may claim expenses as long as their undertaking of such duties has been pre-approved by relevant Council decision making process in each instance:

- Representing the WTC at external meetings, training sessions, or conferences.
- Attending a meeting with a principal authority, contractor, or partner organisation on behalf of WTC.
- Attending official events or functions where invited as a representative of WTC.
- Other duties pre-approved by relevant WTC decision making process.

4. Travel Expenses

4.1 Councillors are not entitled to claim mileage expenses for travel to and from council meetings, including Full Council meetings, committee meetings, working groups, or any other similar routine meetings held within the parish.

4.2 Travel expenses may be reimbursed where a councillor is:

- Undertaking an approved duty as outlined in Section 3
- Travelling outside the parish for an authorised engagement

Mileage will be reimbursed in accordance with HMRC's Approved Mileage Allowance Payments, currently:

- 45p per mile for cars and vans (first 10,000 miles per tax year), then 25p per mile thereafter.
- 24p per mile for motorcycles
- 20p per mile for bicycles

5. Subsistence Expenses

5.1 Councillors may claim reasonable expenses for meals and refreshments when attending pre-approved full-day meetings, training sessions, or conferences outside the parish.

5.2 Claims must not exceed the following rates per meal per day, and receipts must be provided:

- £10 per breakfast
- £10 per lunch
- £25 per dinner

6. Other Expenses

6.1 WTC may reimburse costs incurred by councillors for items such as:

- Printing, stationery, or postage where required for WTC duties and approved in advance.
- Other incidental expenses approved by WTC in advance.

6.2 WTC will not reimburse expenses for personal equipment, clothing, or discretionary activities.

7. Chairman's Allowance

7.1 The Chairman's Allowance is separate from councillor expenses and is provided under Section 15(5) of the Local Government Act 1972.

7.2 This allowance is intended to cover expenses incurred in the role of Chairman who is styled as Town Mayor, such as:

- Hosting civic functions or meetings
- Providing small discretionary gifts on behalf of WTC.
- Representing WTC at official engagements.

7.3 WTC agrees any Chairman's allowance as part of the annual budget set by Full Council.

8. Claims Process

8.1 Councillors must submit an Expenses Claim Form (see Appendix A) detailing:

- Date and purpose of travel or expenditure
- Distance travelled (for mileage claims)
- Itemised receipts for all non-mileage claims

8.2 Claims should be submitted to the Town Clerk within 30 days of the expense being Incurred.

8.3 All claims will be reviewed and determined by the Town Clerk based on the criteria set by this policy.

8.4 WTC will maintain a record of all approved expenses as part of WTC's financial records.

9. Review

9.1 This policy shall be reviewed annually or as required by changes in legislation or policy, by the Executive Committee.

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APPENDIX A

Whitehill Town Council Expenses Form

Name of Claimant:

Month:

Date	General Expenses Detail	Cost £
	Total Expenses	**£0.00**

Date	Mileage - Details	Total Miles	Rate	Purpose	Car Parking	Total
			£0.45			£0.00
			£0.45			£0.00
			£0.45			£0.00
			£0.45			£0.00
	Total Travel	-				**£0.00**
	CLAIM TOTAL	£0.00				

I hereby state that all the amount(s) stated above are accurately stated and were incurred during my official duties served on behalf of WTC

Signed by Claimant: _____

Approved by Clerk: _____

Date:

ALL receipts MUST be supplied before an expense can be refunded