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Lympstone Parish Council

Allowances, Expenses and Reimbursement Policy

1 COUNCILLORS

1.1 Council Commitment

Whilst there is no legal provision enabling parish councils to pay councillors a salary for carrying out their duties, the Council recognises the significant time commitment of councillors and the incidental expenses they may incur when undertaking approved Council business.

The Chair of the Council receives an annual Chair's Allowance, approved by the Council as part of the annual budget.

1.2 Legal Context

This policy is made in accordance with relevant legislation governing members' allowances and parish council expenditure.

1.3 Travelling Allowance

A Councillor shall be paid travelling expenses in respect of travelling undertaken in connection with the duties set out below:

Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Attendance at training courses, conferences or other events should be approved in advance by the Chair or the Clerk.

Councillors will not receive expenses for attendance at any meeting of Lympstone Parish Council.

Claims by parish Councillors in respect of parish travelling allowance should normally be made monthly on the prescribed form supplied by the Clerk (Appendix 1) and signed by the claimant. All claims should be made no later than 7th April next following the end of a year.

Mileage rates to be used are shown in Appendix 2.

1.4 Reimbursement of expenditure

Items purchased specifically at the direction of the council and the purchase authorised in accordance with Financial Regulations, will be reimbursed. Councillors should obtain a VAT and submit it with the signed reimbursement claim form.

Payments shall be made by electronic payment in arrears.

2 STAFF

2.1 Travel Allowance

Staff may be reimbursed for expenses for travel when carrying out duties approved by the council, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above should be approved by the Clerk or Chair, as appropriate.

Claims by staff in respect of parish travelling allowance should normally be made monthly on the prescribed form supplied by the Clerk (Appendix 1) and signed by the claimant. All claims should be made no later than 7th April next following the end of a year.

Mileage rates to be used are shown in Appendix 2.

2.2 Reimbursement of expenditure

Items purchased specifically at the direction of the council and the purchase authorised in accordance with Financial Regulations, will be reimbursed.

Staff should obtain a VAT receipt and submit it with the signed reimbursement claim form.

Payments shall be made by electronic payment in arrears

Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council

Previous Update: April 2026

Current Update: September 2026 LPC Minutes Reference: 26/65.1

Next review: September 2028

Appendix 1 – Expenses Form

Lympstone Parish Council – Expenses claim form

Name of claimant: _____

Travel Expenses:

Date(s)	Duty	Location Postcode	Motor mileage (55p/mile)	Parking cost (attach receipt)	Rail/Bus fare (attach receipt)
Total amount:					

Other Expenses:

Date incurred	Duty	Detail of expense	Amount (attach receipt)
Total amount:			

Signed by claimant: _____

Signed by Clerk/Chair: _____

Appendix 2 – Mileage Rates (from 1/4/26)

The council will pay a travel allowance in accordance with the following:

Cars: 55p per mile
Motorcycles: 24p per mile
Bicycles: 20p per mile
Public transport: lowest available second-class fare only, ticket receipts required
Parking cost: actual cost with receipt

Councillors and staff using private vehicles are responsible for ensuring their vehicle is taxed, insured for business use where required and has a valid MOT where applicable