Charvil Parish Council

Councillor Expenses Policy

Version 1.4 – May 2026

Contents

1 Document Control Information 3
2 References 3
3 Introduction 4
4 Allowable Expenses 4
5 Car Allowances 4
6 Travel by Bus 4
7 Travel by Train 5
8 Subsistence 5
9 Procedure for Making an Expenses Claim 5
10 Contact Details 5
11 Review 5

1 Document Control Information

Title: Councillor Expenses Policy

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Version Control:

Version	Date	Description
1.0	October 2019	Policy Published
1.1	May 2021	Reviewed & Updated
1.2	August 2024	Reviewed & Updated
1.3	May 2025	Reviewed, no updates required
1.4	May 2026	Reviewed, no updates required

Approved by:

Title	Name	Signature	Date
Chair of the Council			
Clerk to the Council	Miranda Parker		

Planned Review Date:

May 2027

2 References

3 Introduction

3.1 Charvil Parish Council (CPC) will reimburse Councillors for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business, subject to appropriate evidence being produced. Councillors should not be either financially advantaged or disadvantaged because of genuine Council business expenses.

3.2 Councillors are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements in place with suppliers.

4 Allowable Expenses

4.1 CPC will reimburse reasonable costs of amounts necessarily expended in the performance of duties. This does not include travel between home, the office and regular meeting rooms or any travel within the Parish boundaries.

4.2 Councillors should travel by the most cost-effective mode of transport, considering journey time and the nature of the journey as well as the monetary cost.

5 Car Allowances

5.1 Councillors required to use their motor vehicle for the efficient performance of their duties will receive allowances for use of their motor vehicles on business only.

5.2 The mileage allowance will be in line with the National Joint Council (NJC) mileage rates which are reviewed annually.

5.3 Travelling allowances for mileage incurred for Council purposes will not incur income tax subject to current HMRC rules.

5.4 Mileage rates will apply where personal cars are used for business purposes, irrespective of engine size.

5.5 If a Councillor carries any other employees and/or Councillor(s) in their own vehicle on business travel, that Councillor can claim 5p per passenger per business mile.

5.6 The passengers must be employees or Councillors and they must also be travelling on business journeys.

5.7 Where any Councillors use their own vehicle, the Councillor must ensure that the vehicle is in good working order, fully and appropriately insured, taxed and MOT'd.

5.8 The Council may request Councillors to print off a route planner to support the business mileage being claimed.

5.9 When undertaking Council business Councillors are required to adhere to traffic regulations.

5.10 Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic Acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the Councillor's responsibility and cannot be claimed as an expense to be reimbursed. This includes excess charges incurred (e.g. compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.

6 Travel by Bus

6.1 Councillors should retain tickets where possible.

6.2 Where a Councillor's season ticket already covers the cost of travel, no further claim will be allowed.

6.3 Where Oyster cards are used, the Councillor should provide evidence of the additional cost incurred, for example by printing off their online statement or by printing off the journey cost provided by the Oyster fare finder.

7 Travel by Train

7.1 Where possible, Councillors should book their journeys sufficiently in advance to obtain the best possible prices.

7.2 First class train travel is unacceptable.

7.3 Councillors should retain all tickets and credit card vouchers.

8 Subsistence

8.1 A CPC Councillor may claim for the costs of meals and non-alcoholic beverages reasonably purchased when travelling on CPC business.

8.2 This is intended to reimburse the CPC Councillor for additional expense as a result of having to travel on CPC business.

8.3 Personal incidental expenses cannot be claimed.

9 Procedure for Making an Expenses Claim

9.1 Complete an expenses form within a week

9.2 Attach receipts

9.3 Submit form to the Responsible Financial Officer

9.4 The payment will be authorised by the Full Council at their monthly meeting

9.5 A cheque will be issued to the Councillor

10 Contact Details

10.1 Contact Details for the Charvil Parish Council Clerk (Responsible Financial Officer) are:

- By Email to Clerk@CharvilParishCouncil.gov.uk
- By mail to: Charvil Village Hall, The Hawthorns, Charvil. RG10 9TT

11 Review

11.1 This policy will be reviewed annually