

## **EXPENSES POLICY – COUNCILLORS AND EMPLOYEES**

### **1) GENERAL PRINCIPLES**

- a) It is the policy of Kennington Community Council (“the Council”) to reimburse Councillors and Employees for actual, reasonable expenses incurred in performing their duties, provided the expenditure has been authorised in advance of being incurred, is supported by receipts, and is certified in accordance with this policy.
- b) All expense claims by Councillors must be submitted to the Clerk using the Council’s Expenses Claim Form in a timely manner and accompanied by receipts; expense claims by employees must be submitted to the Clerk and the Clerk’s must submit claims to the Chair in a similar manner.

### **2) AUTHORISED DUTIES**

- a) Expenses claims will be considered for the following activities:
  - i) Travelling and associated travel expenses on journeys on Council business
  - ii) Travel to and from training sessions held by Kent Association of Local Councils (“KALC”) or other approved organisations
  - iii) Other activities undertaken in performing their duties.
- b) Expenses claims may not be made by Councillors in respect of attending meetings of the Council and its committees.

### **3) METHOD OF TRAVEL**

- a) Councillors and Employees should travel by the most cost-effective mode of transport taking into account journey time, time of day, and the nature of the journey as well as monetary cost.
- b) Travel by car will be reimbursed at current National Joint Council rates, as will reasonable parking costs.
- c) Our environment will be considered when making allowance decisions. Public transport will be preferred where practical and cost effective; car sharing should be considered when two or more Councillors are travelling to the same event.
- d) All rail travel shall be by the cheapest standard class fare available; use of the High Speed Train is however permitted.
- e) Taxis shall only be used when essential.
- f) Where a Councillor or Employee uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and has a valid MOT.

**4) SUBSISTENCE**

- a) A Councillor or Employee may claim for the additional costs of meals and beverages reasonably purchased when travelling on Council business.
- b) Personal incidental expenses, entertainment and bar/mini-bar bills, cannot be claimed.

**5) EMPLOYEES WORKING AT HOME**

- a) Employees who are required to work from home may be entitled to claim expenses to cover additional costs. Such expenses may include any of the following, subject to prior approval by the Council and in accordance with Government guidance on payment and reporting of Homeworking expenses:
  - i) Purchase or use of office equipment
  - ii) Purchase of office consumables
  - iii) Additional connection, rental or use of telephone line, mobile phone, and Internet/broadband
  - iv) A sum to take into account the use of space, lighting, heating and electricity due to working from home.

**6) PROFESSIONAL SUBSCRIPTIONS**

- a) If agreed 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) PROCEDURE**

- a) All expenses claims must be made on the Expenses Claim Form with receipts attached as appropriate. Claim forms are available from the Clerk to the Council.
- b) Claims must be submitted to the Clerk in a timely manner, and in any case within one calendar month of the date at which the expense was incurred.
- c) All receipts should be originals.
- d) It is important that Councillors and Employees keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, Councillors should keep a log showing where journeys commenced and ceased and the number of miles travelled.
- e) The completed and signed form, with receipts attached, should be given to the Clerk for processing.
- f) The Clerk will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and paid.

- g) Expenses claimed by the Clerk should be submitted to the Chair, or in his/her absence, the Vice Chair, for countersignature, prior to any payment.

**8) REIMBURSEMENT**

- a) Expense claims are normally paid in the following monthly payment run, unless circumstances require payment sooner.

**9) MISCELLANEOUS EXPENSES**

- a) There may be other incidental expenses incurred by Councillors or Employees that are not covered by these which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

**10) BASIC ALLOWANCE**

- a) Should the Council determine to pay a Basic Allowance to its Members, any expenses incurred by Councillors which are included in the Basic Allowance must not be submitted for payment as Expenses.

**11) ABUSE OF THIS POLICY**

- a) Any abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by Councillors will be deemed a contravention of the Members' Code of Conduct, or a disciplinary offence in the case of an employee, and dealt with accordingly.

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
0.3	8 <sup>th</sup> August 2019	Draft version
1.0	14 <sup>th</sup> August 2019	Adopted version
2.00	14 June 2023	Adopted Council