

It is the aim of Coughton Parish Council that neither The Clerk nor a Councillor will be financially disadvantaged when representing Coughton Parish Council. It is the choice of the individual whether they wish to make a claim of expenses.

Coughton Parish Council will consider making a reimbursement for all or some of the expenses the Clerk or Councillors may incur on its behalf when performing the duties required by the Council.

All expense claims must be made in writing and be supported with appropriate receipts. The Parish Clerk should submit claims to the Chair or Vice-Chair, and Councillors to the Parish Clerk, for authorisation.

Payment will be made by bank transfer.

1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking. Each claim must have journeys itemised daily.
- Subsistence which may include overnight accommodation and meals needed in the performance of Council business provided that such expenses have been preapproved by the Chair or Vice-Chair of the Parish Council.
- Stationery, postage and printing costs and other office consumables used to perform Parish Council business
- When working from home part of the cost of providing internet for use in undertaking the work of CEPC.

2. Councillor's Expenses

Councillors will be able to claim the following expenses:

- Travel and subsistence as per Clerk
- Items purchased specifically at the direction of the Council
 - Claims should be made to the Clerk and be accompanied by receipts

Renewal Date - July 2022