



Watton Town Council Expenses Policy

Adopted 27th June 2017

Next review date	Date actually reviewed
June 2019	

Introduction

1. Clerk's and Admin Assistant's Expenses

The Clerk/Admin Assistant will be able to claim the following expenses:

- Travelling and associated expenses on journeys on council business to include mileage at current NJC rates and parking in line with their Statement of Employment
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council

2. Chairman's Expenses

The Chairman can receive a small annual allowance to defray the expenses of his/her office:

- Stationery, postage and printing costs
- Hospitality and gifts
- Travelling expenses at 45p per mile
- The Chairman's allowance is currently set at £500

3. Councillors' Expenses

Watton Town Councillors are unpaid and do not receive an annual allowance.

I. Travel and Subsistence:

Councillors may be reimbursed for travel and subsistence when carrying out previously approved duties, (approved duties generally means the doing of anything approved by the Council).

Councillors will not receive expenses for attendance at any meeting of Watton Town Council or any work within the Town

The rates of allowance in respect of travel shall be as follows; Custom and Revenue non-profit making rate (currently 45p a mile)

Claims should be made on the appropriate forms from the Clerk and be accompanied by receipts, if appropriate.

II. Stamps and Stationery

Councillors may obtain these from the Clerk